



Eastern Region Cadet Command Changes to the Army Evaluation System (Effective 15 June 2006)





Three Major Changes

- Changes to Policies
- Changes to the Forms
- Change in software used to prepare the reports (forms)





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Changes in Policy

- Establishes that time on an Academic Evaluation Reports (AER) is counted as non-rated time on both OER & NCOER.
- Requires an annual evaluation report (or as soon thereafter as 90 rated days have passed).
 - Officers or NCOs coming out of long PME going into a new job will get reports just 90 days after arriving in the command and assuming the new duties





Changes in Evaluation Policy

• Changes rules for loss of a rating chain member when the Senior Rater is removed from the rating chain. Options include treating this a routine change or allowing the (removed) Senior Rater's <u>rater</u> to execute an evaluation if that individual meets qualifications (other than "time in position") and feels comfortable doing so.

 Expands prohibited comments section to restricting comments on any non-judicial punishment actions that are filed locally. Rating officials may still comment on underlying behavior that resulted in punishment.





Changes in Evaluation Policy

- Adds "Depart TCS" as reason for a report.
- Requires that safety objectives and/or tasks be developed for every officer and NCO support/counseling forms. This is an elaboration of the existing "special interest item" requirements.





Changing Policies (NCOER)

- Kept NCOER counseling philosophy, redesigned form and process.
 - Increased admin information
 - Included SR in process (review/initial)
 - Instructions into DA PAM and wizard format
 - Major change to support form as well
- Moved rated NCO signing to last.
 - Item: NCO sends report, once signed, to SR.
 - Item: SR and Cdr (with tools in system





Changing Policies (NCOER)

- Allows NCOER promotable rating officials, serving in positions of the next higher grade, to use (P) next to their rank and serve as if at the next higher grade.
- Adds requirement by the rater for recommendation of rank and duty position to which a rated NCO should be recalled from retirement in event of mobilization.
- Aligns NCOER policy for time under suspension with that for officers.
 - Suspended and relived, time is non-rated time.





Changing Policies (OER)

- Updates requirement for S/R profile restarts
 - Matches procedures that have been in place since inception of

the DA Form 67-9 system:

- SR have at least 3 reports processed for the grade for restart
- One of those reports be a documented misfire
- SR have their SR's permission to restart.
- Adds separate block for rater's narrative on potential





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Changes to the Forms

- Takes PSB / MILPO out of processing in regulation.
- OER / NCOER Administrative Information:
 - Added blocks for individual's e-mail address.
 - Added block for UIC
 - Added status code for RC personnel
 - Aligned report "reason for submission" codes between NCOER and OER.
 - NCOER: changed dates to reflect days (20040115) instead of

just Month Year (2004 01)

- Back page orientation no longer important
 - Must be H-H





Managing Evaluations

- May be signed electronically
 - All electronic signatures
 - No electronic signatures
 - Mixed
- Forwarding to HRC
 - Paper copies can still be mailed in
 - Electronic filing currently active for RA OERs only
 - NCOERs still authorized to be sent via digital senders
 - OER by E-mail (from theater) remains (not auth in





Major Change to NCOER Support Form

- DA Form 2166-8-1
 - Totally redesigned
 - Combines counseling & support form
 - Aligns "Tasks" and "Performance" for Army Values as well as each of the five rated competencies
 - Requires entire rating chain to participate

 Creates a contract between rated NCO and rating chain





Not all Processing Procedures Change

- Users will still <u>retain their current</u> <u>processing and submission</u> <u>procedures</u>
- For the foreseeable future, report processing generally will mirror what is done under the old system





More to Follow

 Only the basic functions are included in the first electronic versions of these forms

• Improvements will be incremental, over time.





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Changing Software









Changing Software

- PureEdge Viewer is replacing FormFlow for use as the Army's forms program
- Thousands of forms have already been converted and are already available on the Army's Publishing Directorate web site in multiple formats (FormFlow, Adobe, and PureEdge)
- Conversion of internal forms (Cadet Command) to PureEdge format could take years
- Do not anticipate network servers to be updated with PureEdge forms any time soon – must go to APD web site





PureEdge and Approvelt Software

- PureEdge Viewer and ApproveIt Software programs are already loaded on the Eastern Region Headquarters and Brigade Headquarters automated systems
- Users at schools must download the PureEdge Viewer and ApproveIt Software from the AKO website





Forms Content Management Program (FCMP)

- Web based
 - Forms page behind AKO
- Works with ApproveIt for electronic signatures
- Permits routing capability between users
- Permits automatic fill of admin information
- Permits regulatory logic imbedded in forms
- User friendly





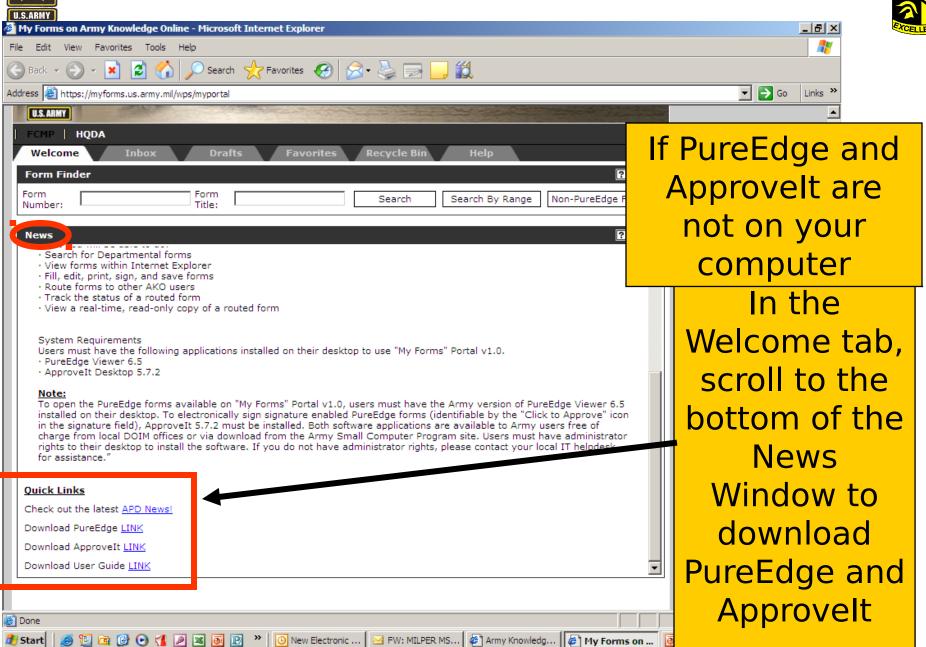
Forms Link



Users will get forms from the "My Forms" tab on AKO or the APD web site for forms and publications which will link to this AKO site.

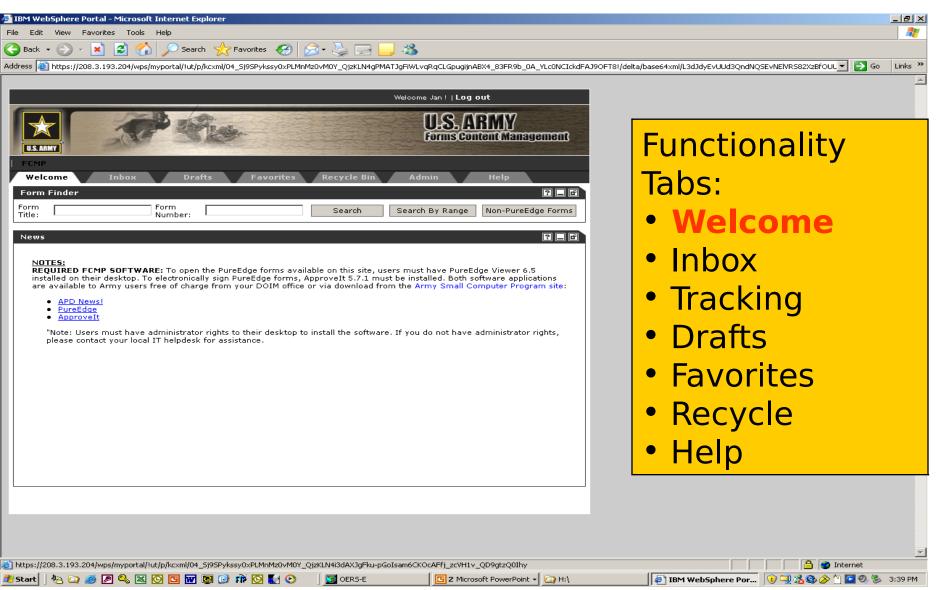


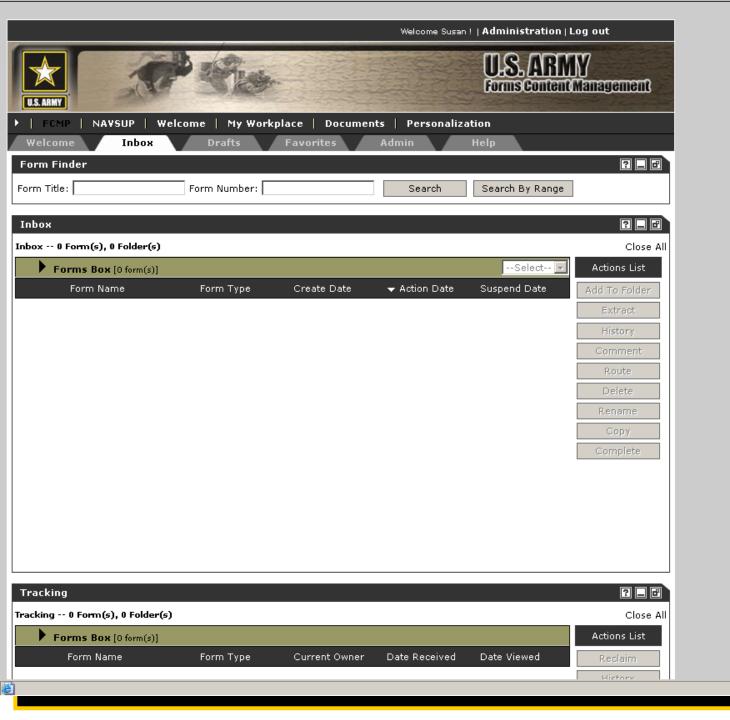








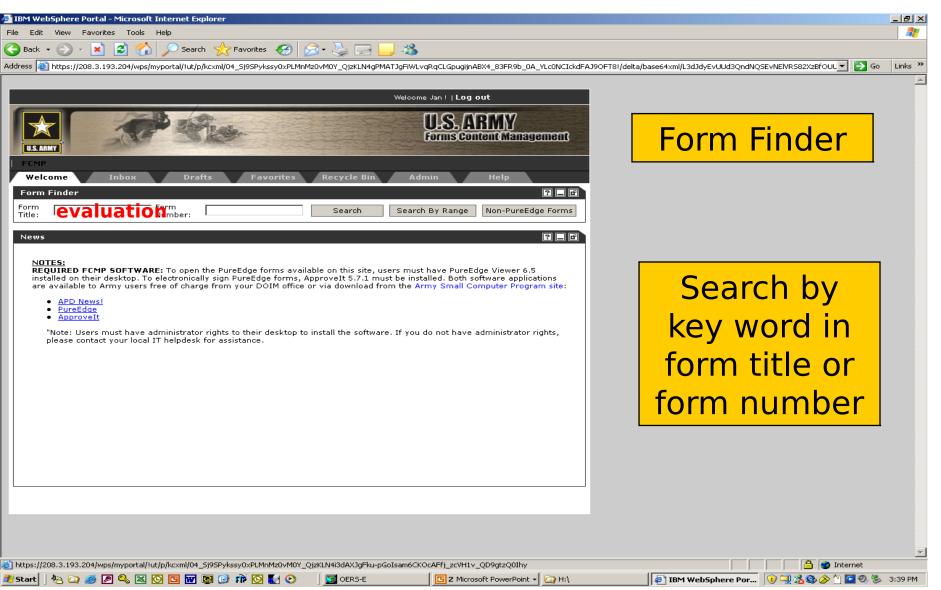




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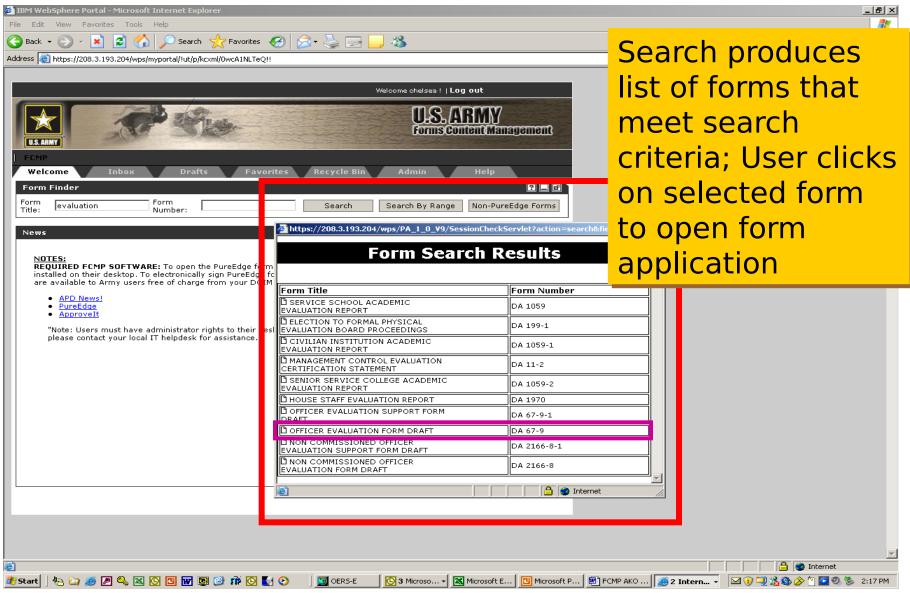


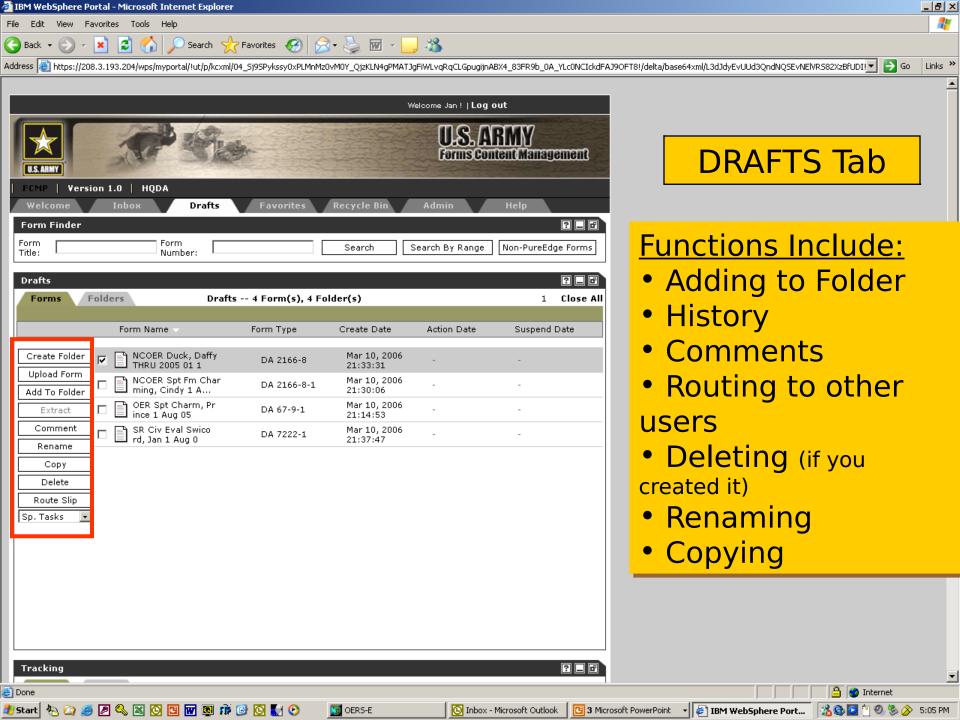




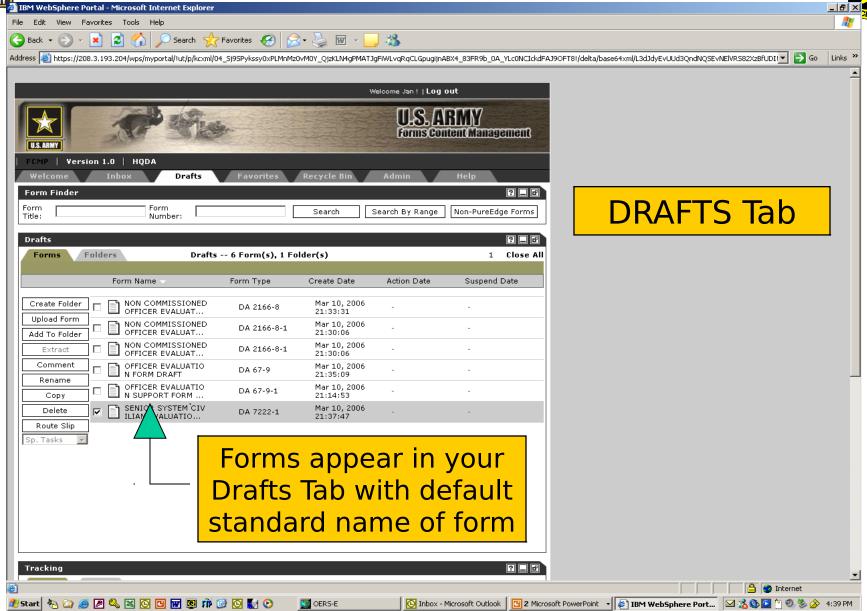








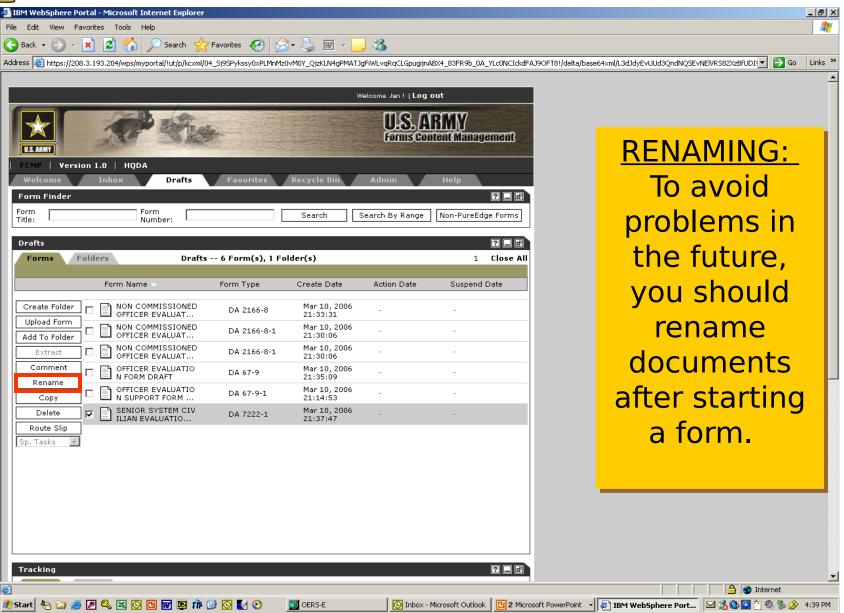






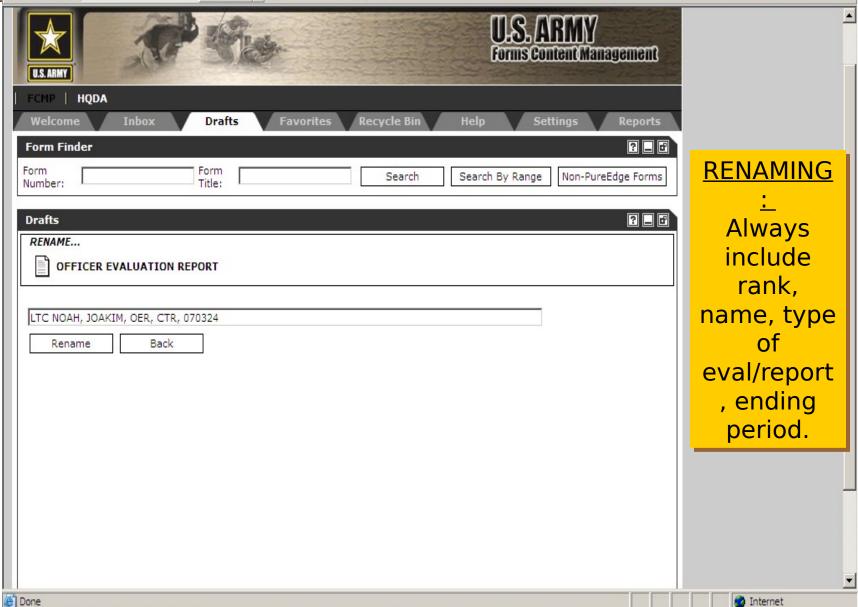




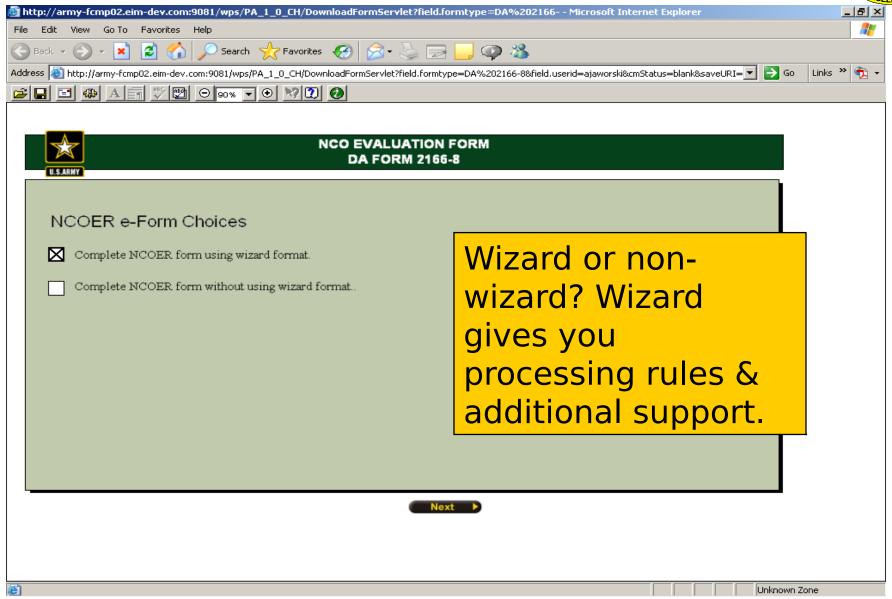


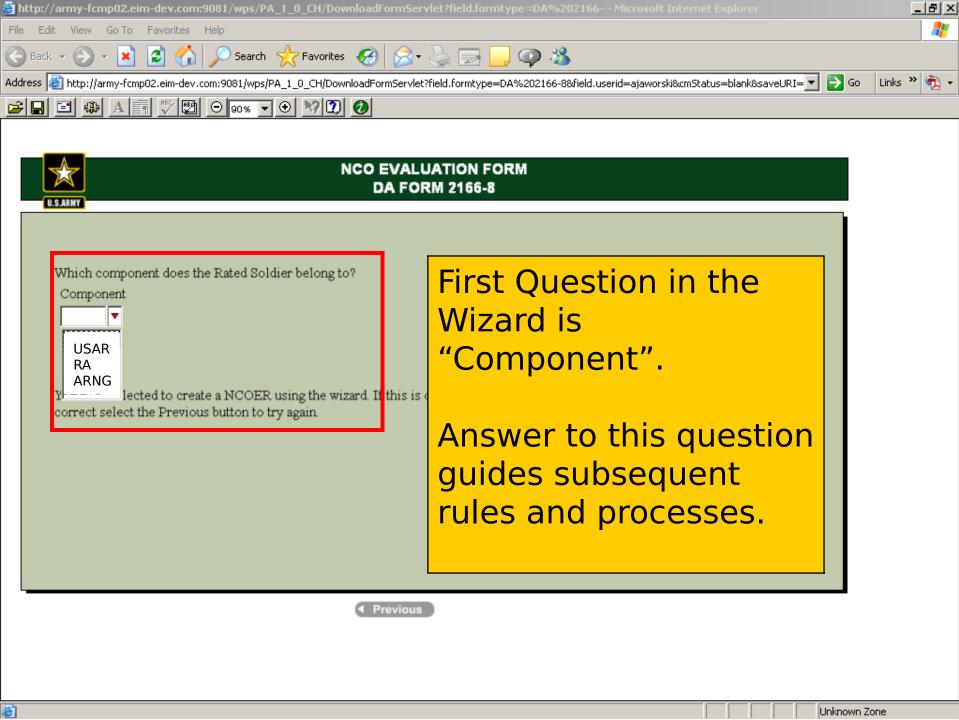


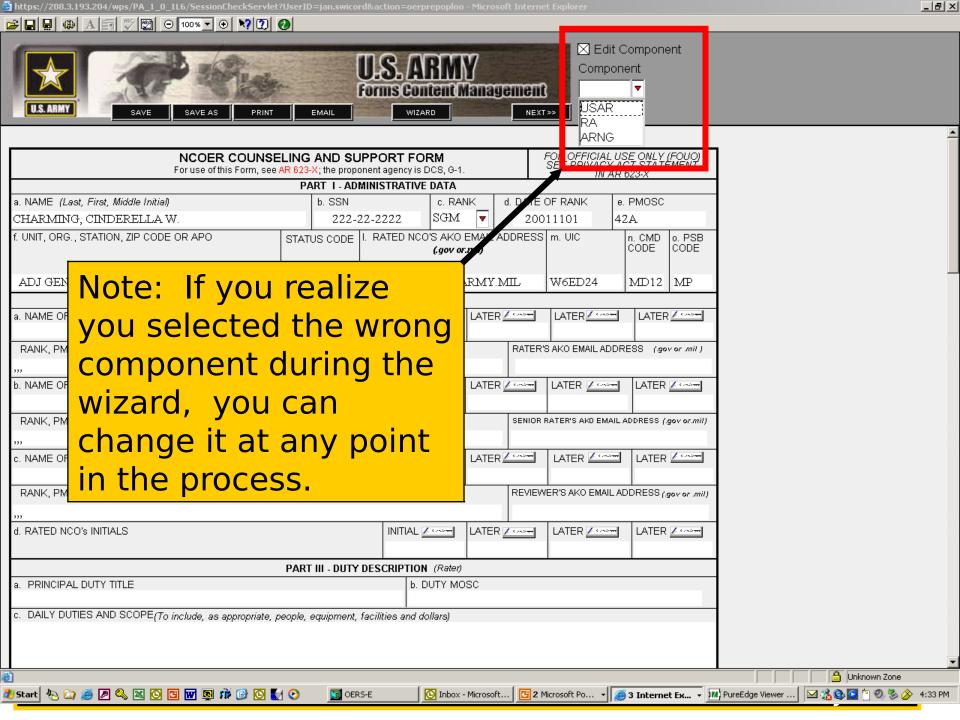


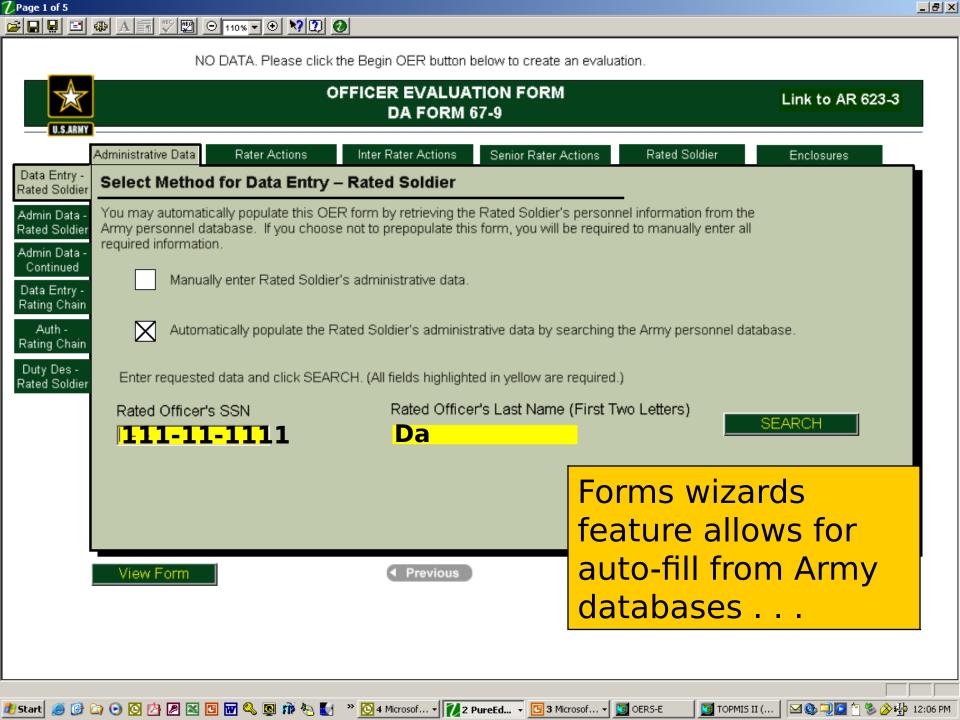


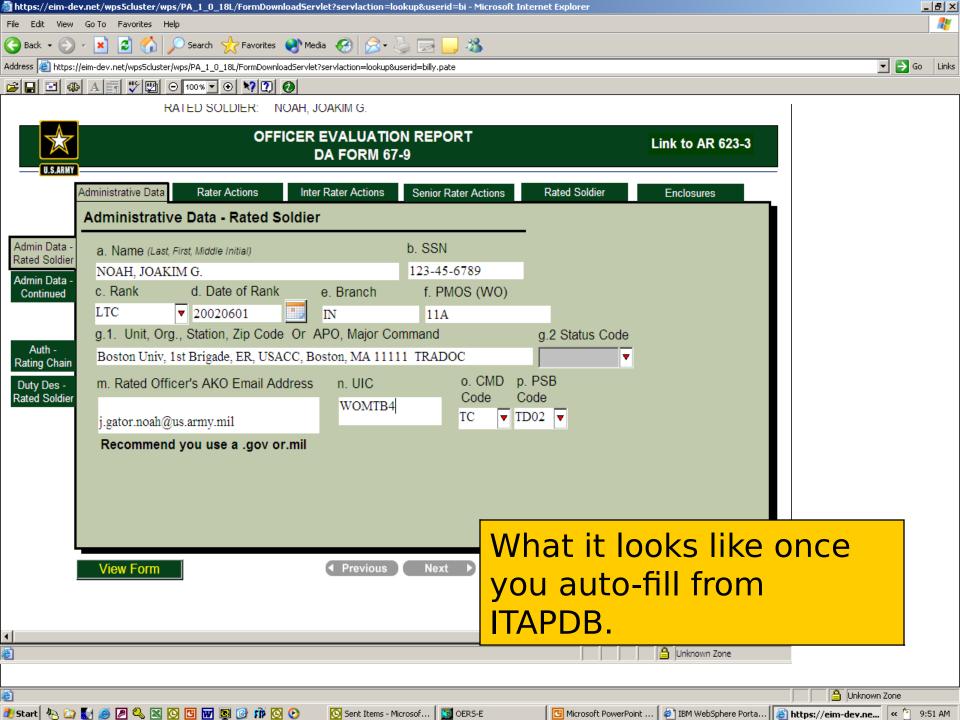


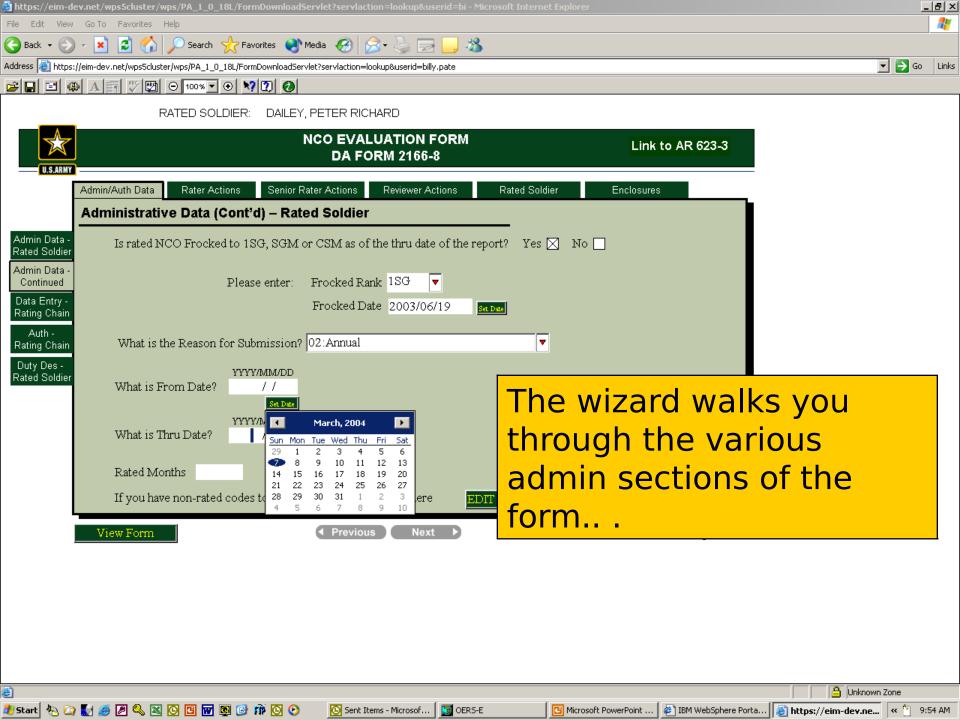




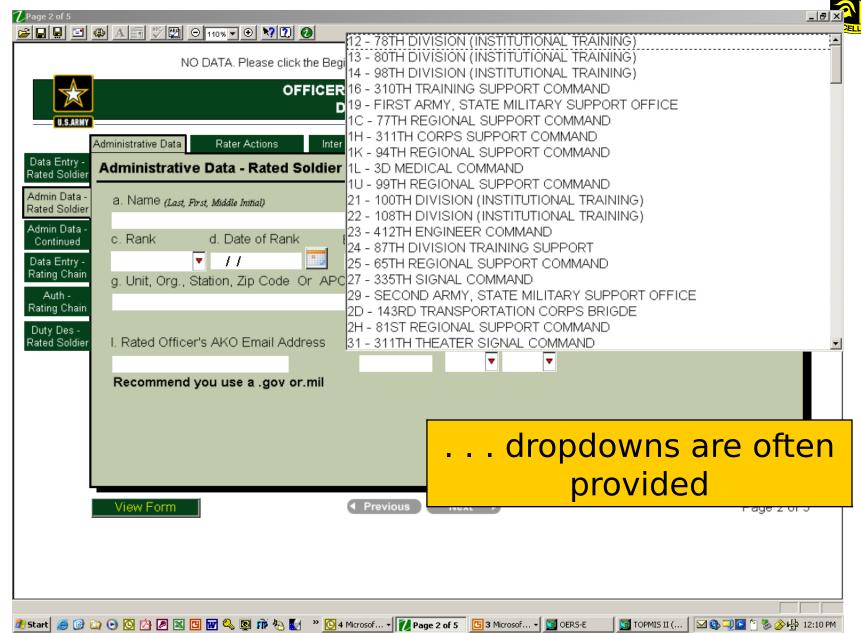


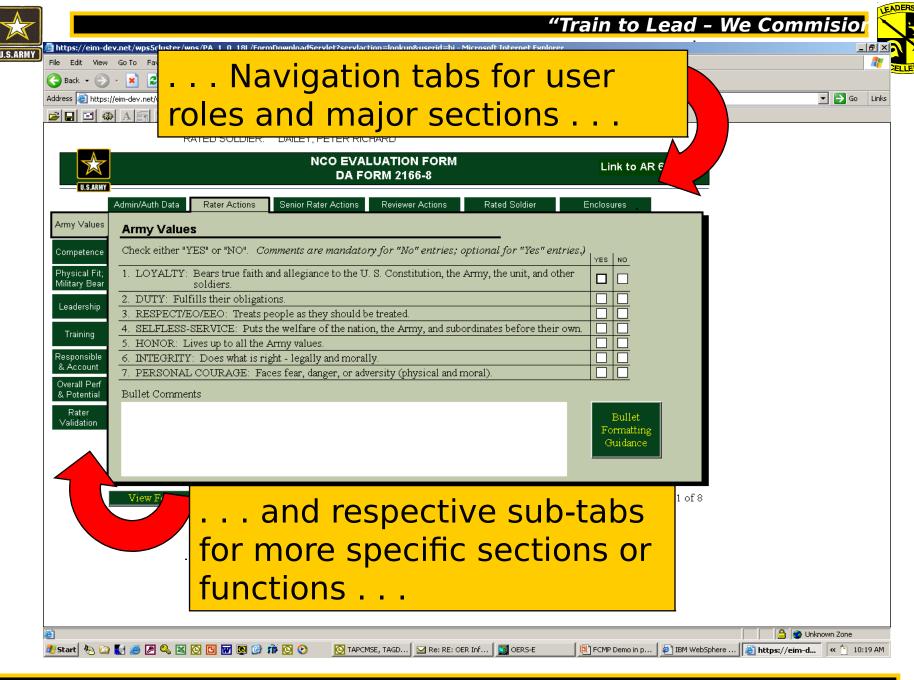






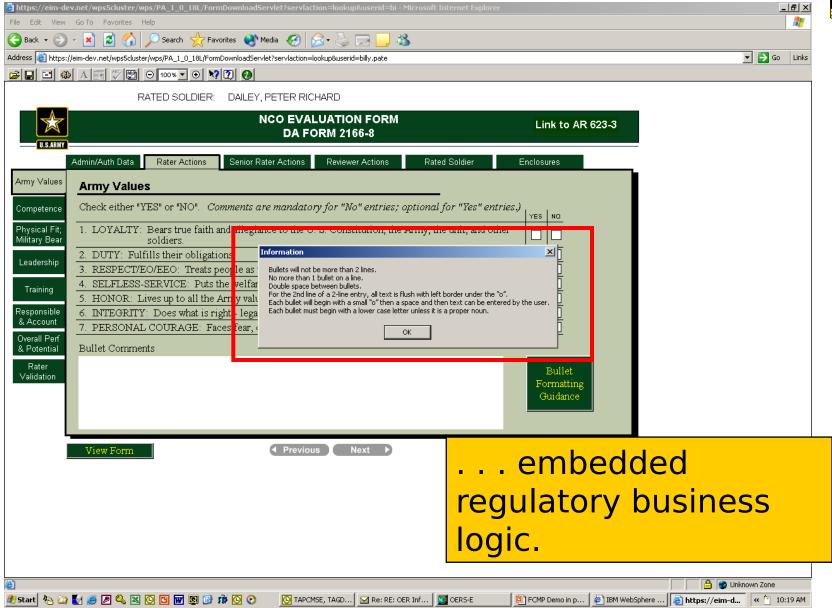


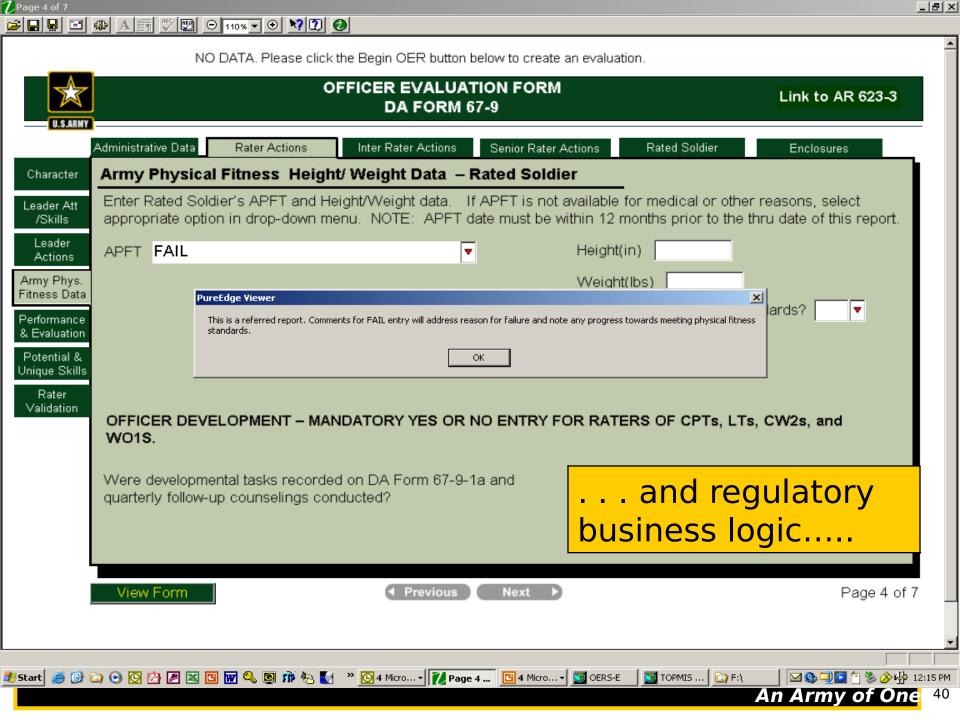


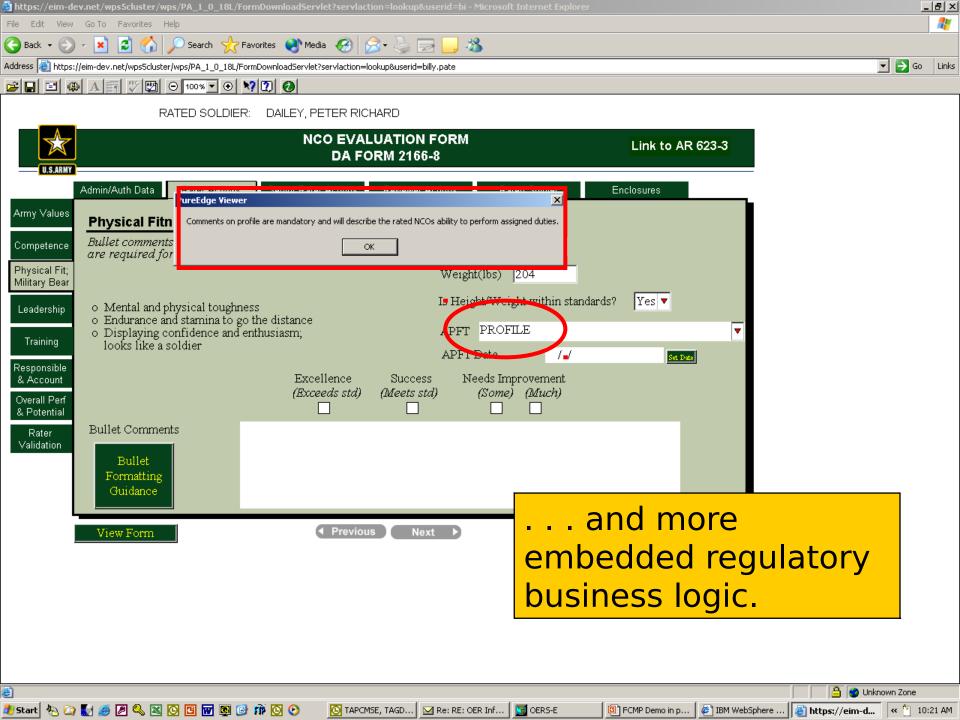


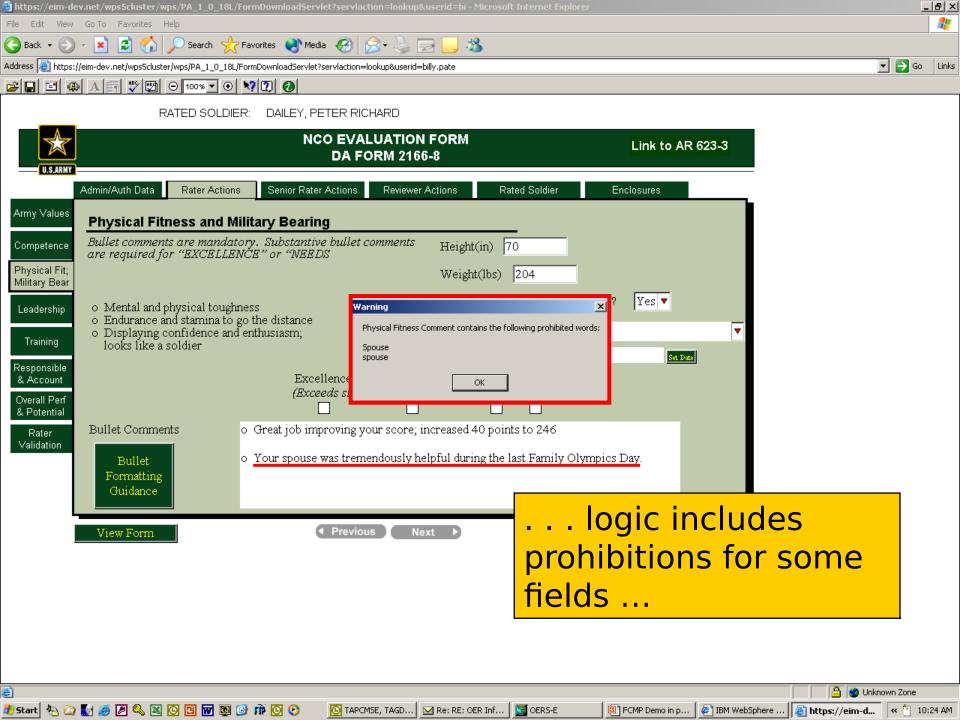








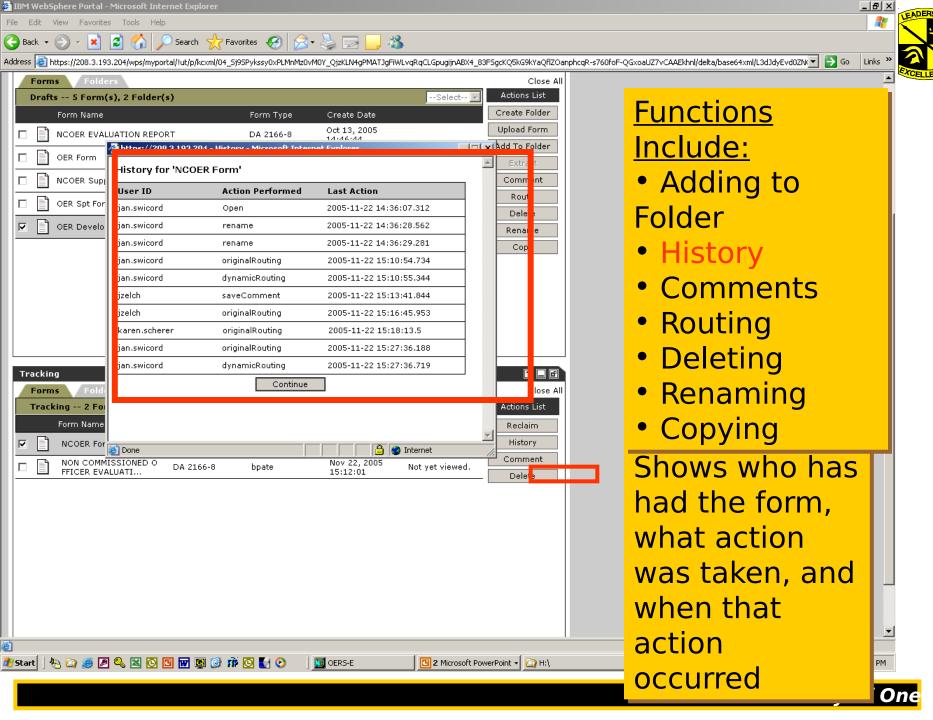


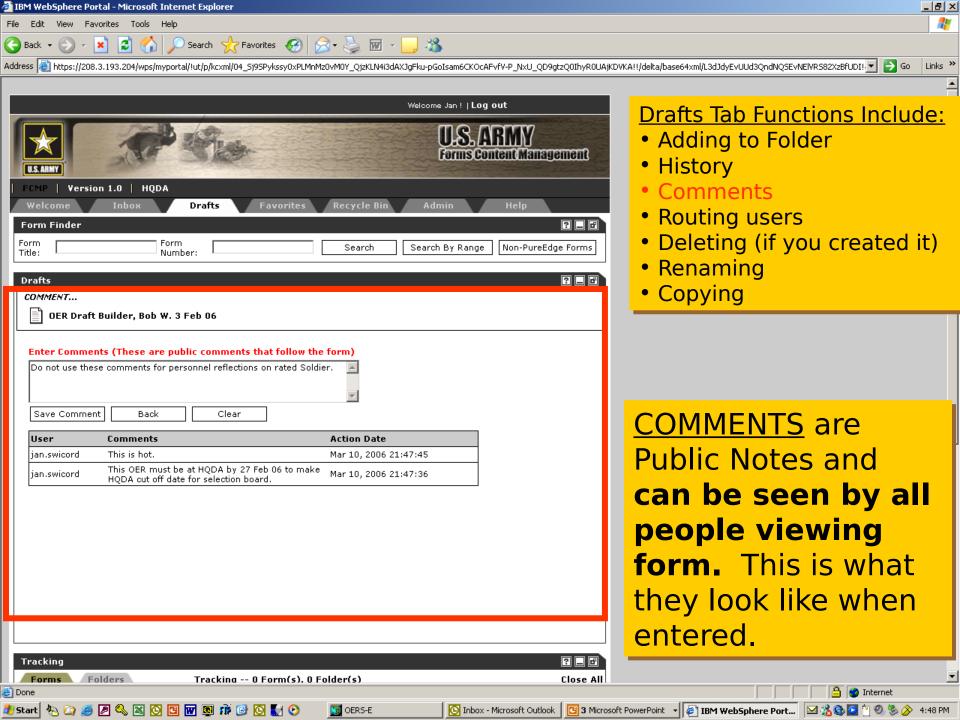


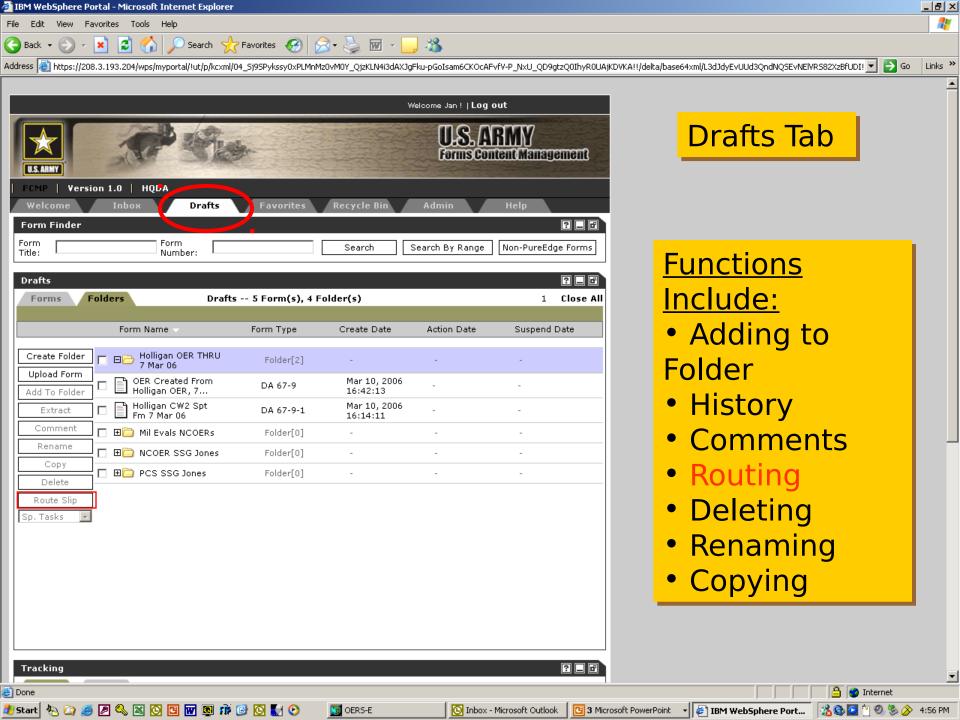


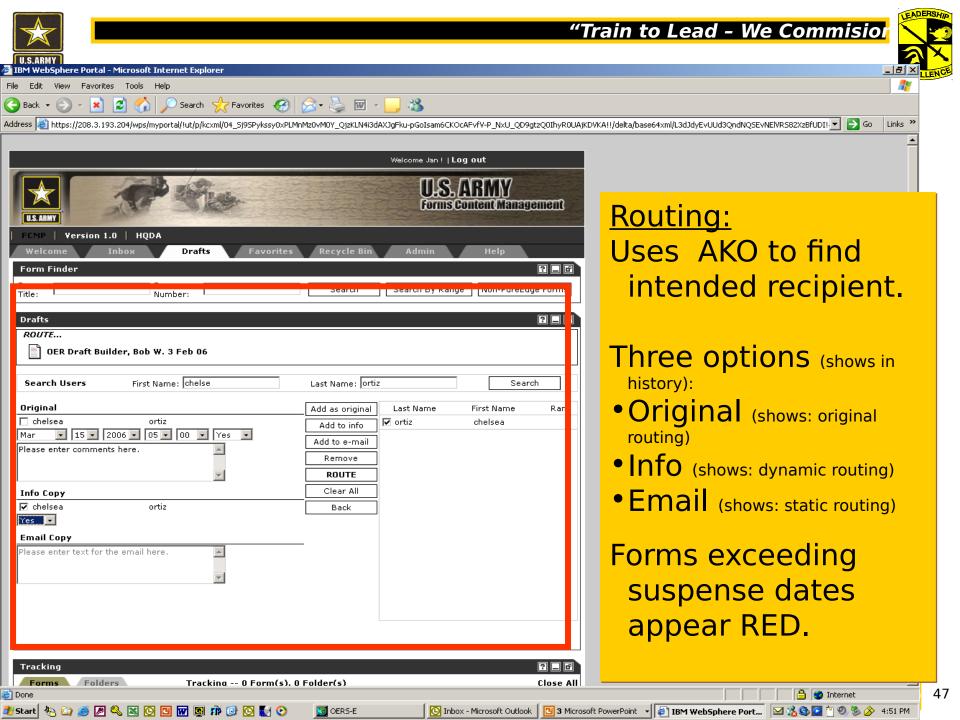










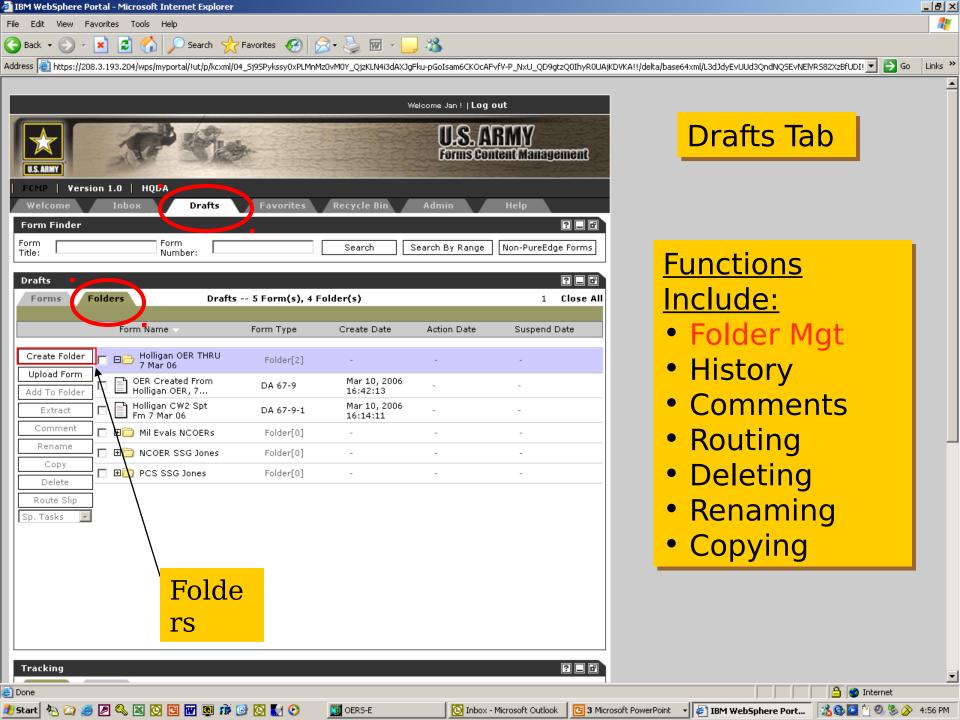


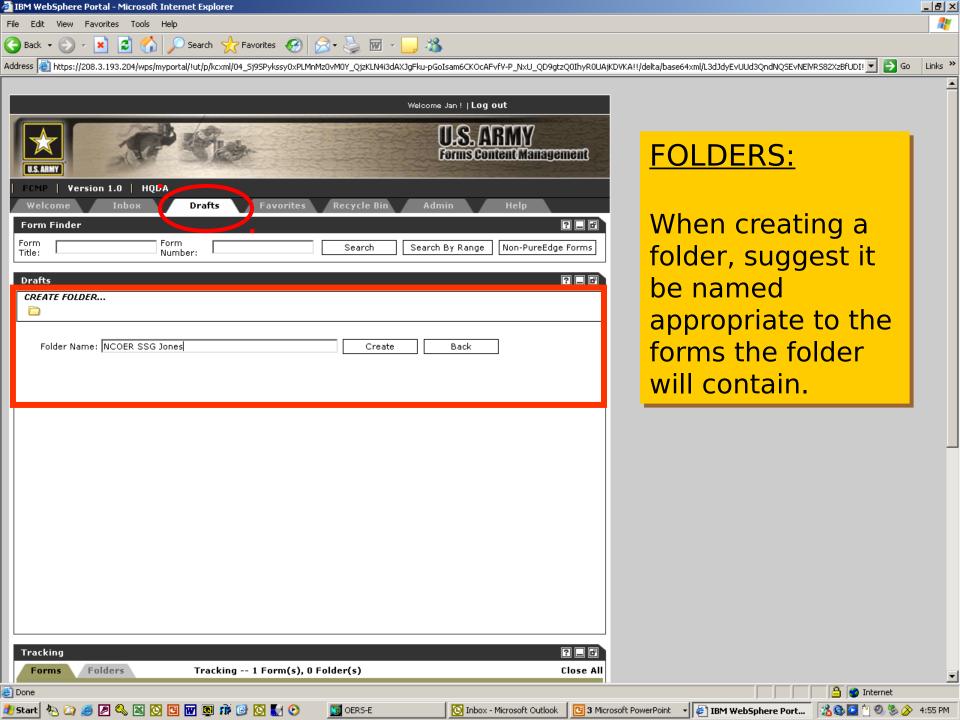


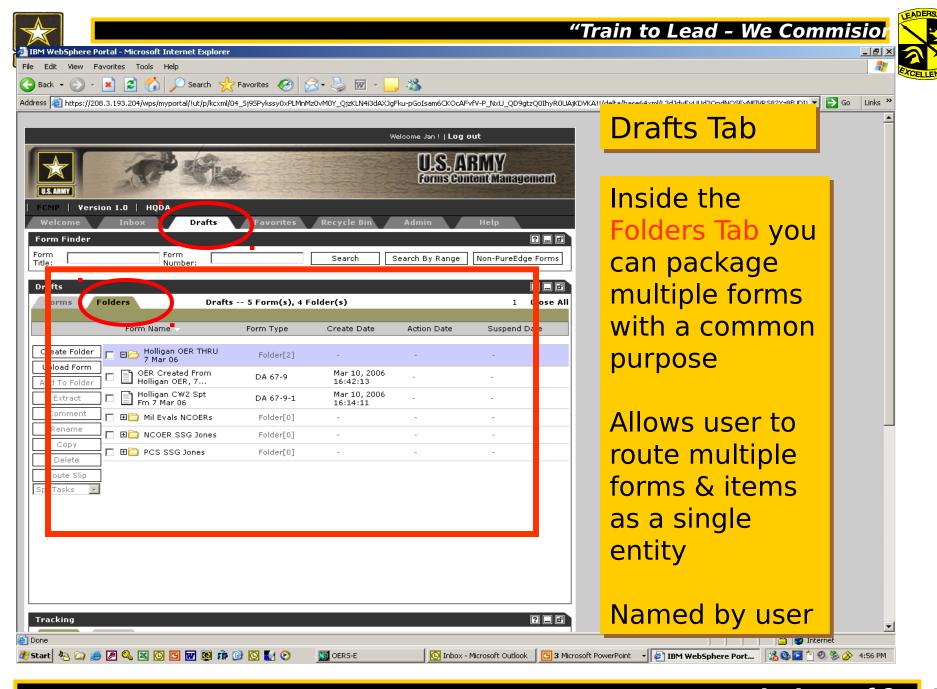


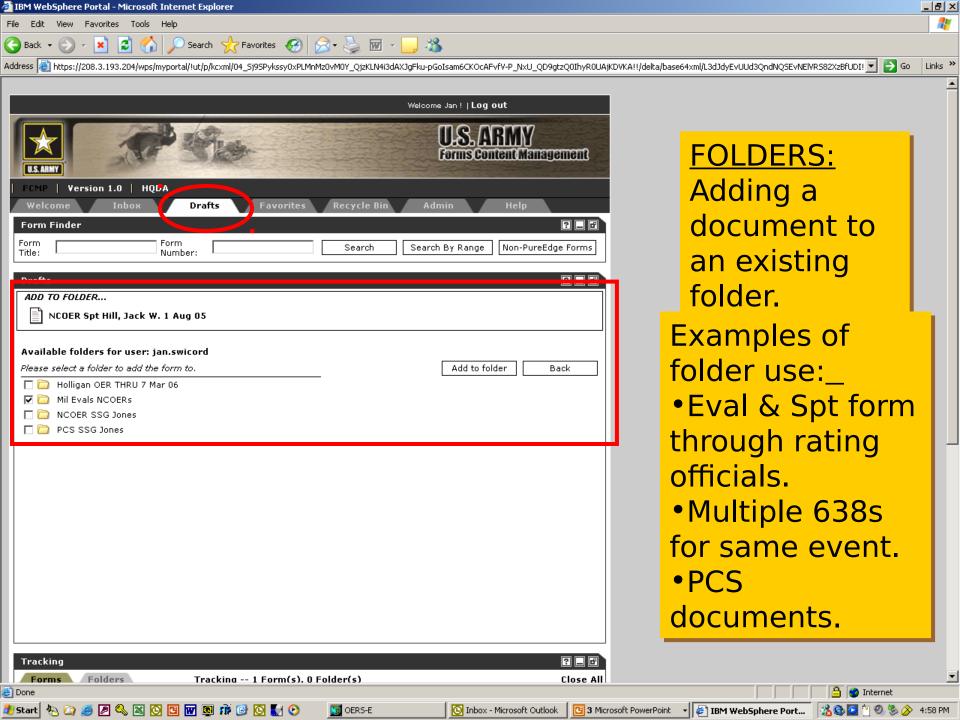
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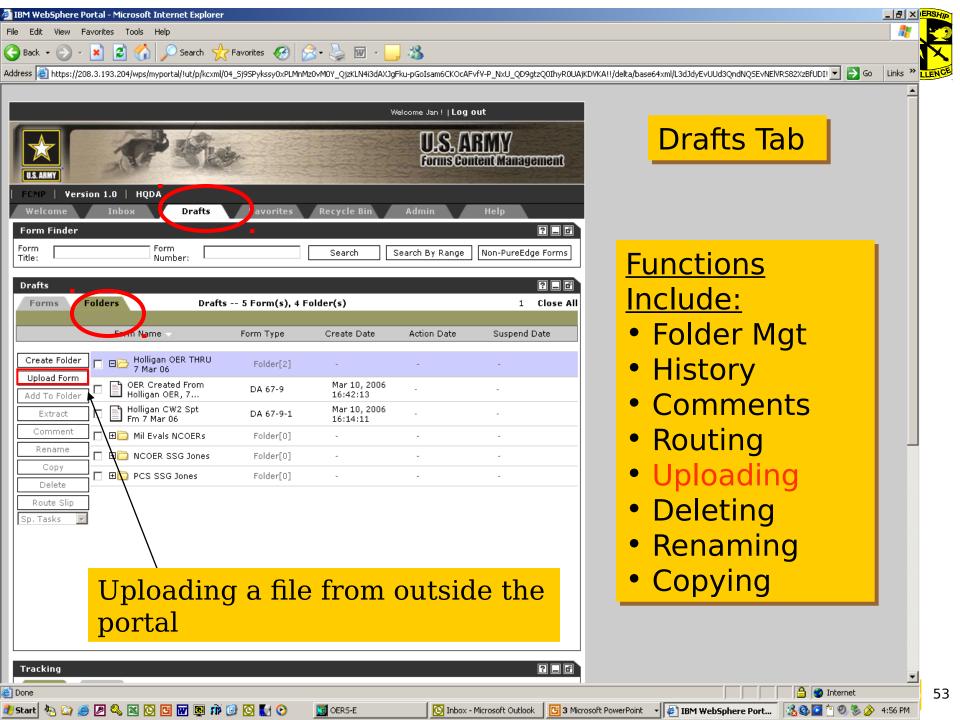
- Evaluations that have the Eastern Region Commander in the rating chain will be sent:
 - Original to Mr. Travis Riddick
- Evaluations completed at the Bn or Bde level:
 - Original to Mr. Travis Riddick
- Currently electronic filing to HRC is activated for RA OERs only. Once electronic filing is activated, evaluations completed at Bn or Bde Level:
 - Original to Mr. Travis Riddick
 - Mr. Travis Riddick will send final Original to HRC

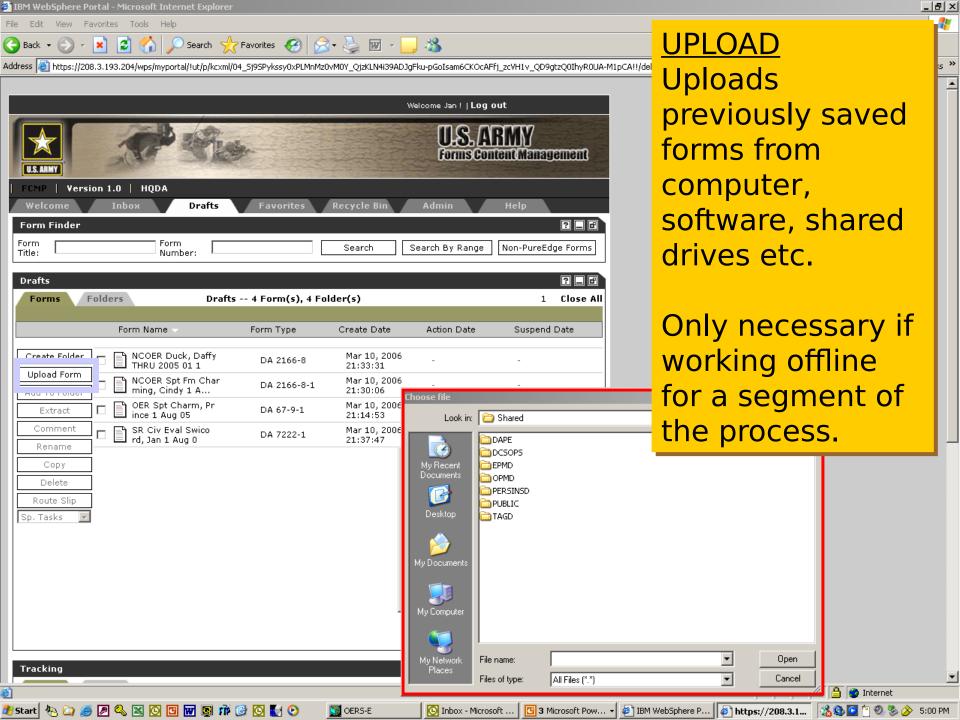


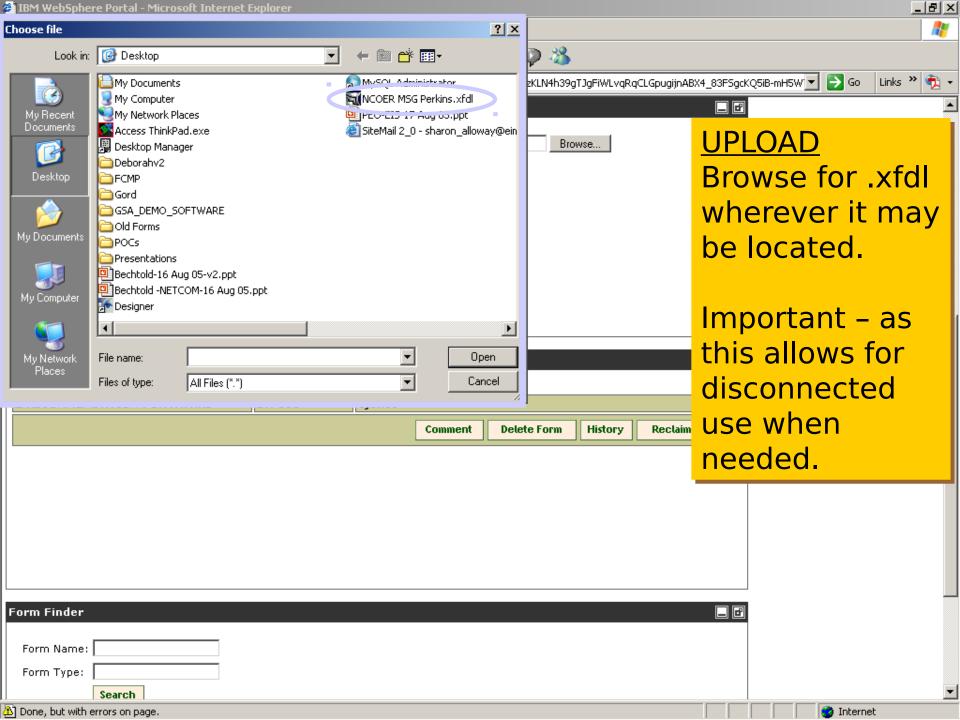


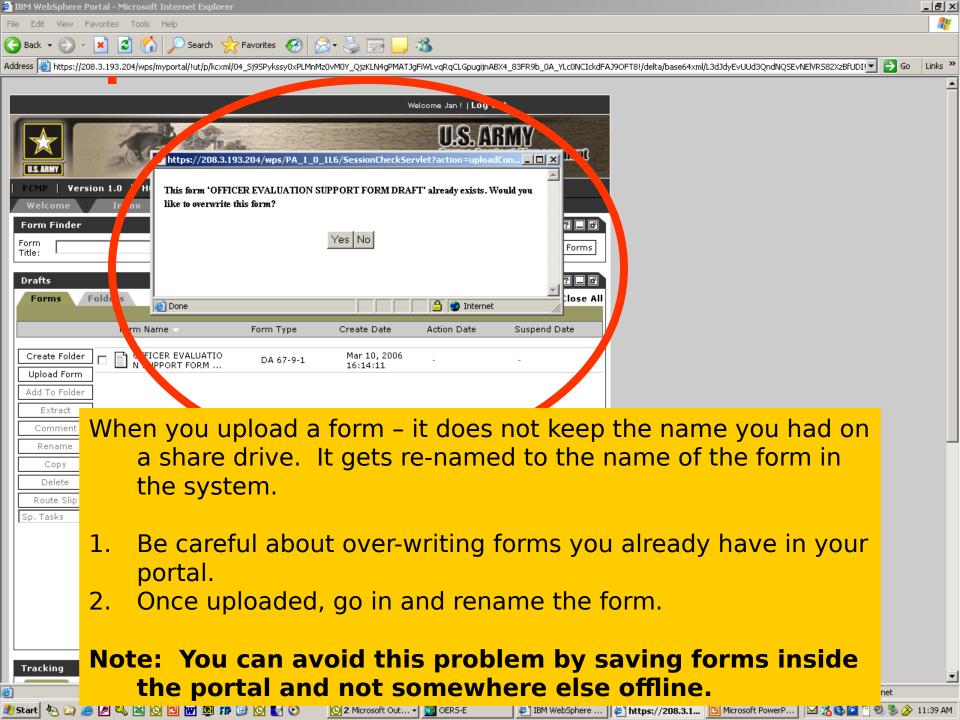


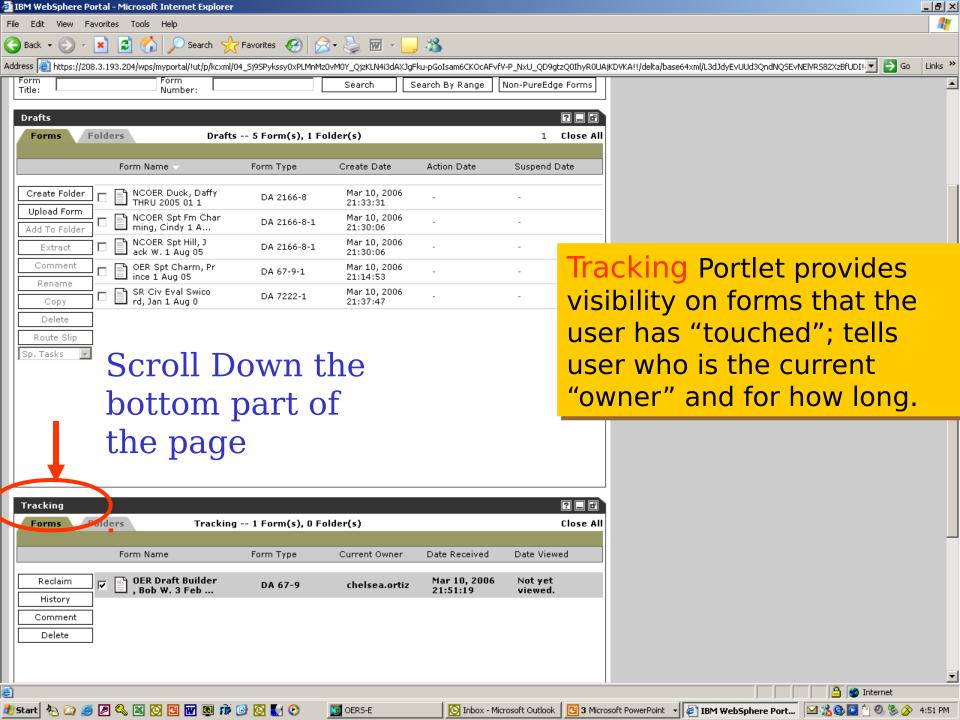


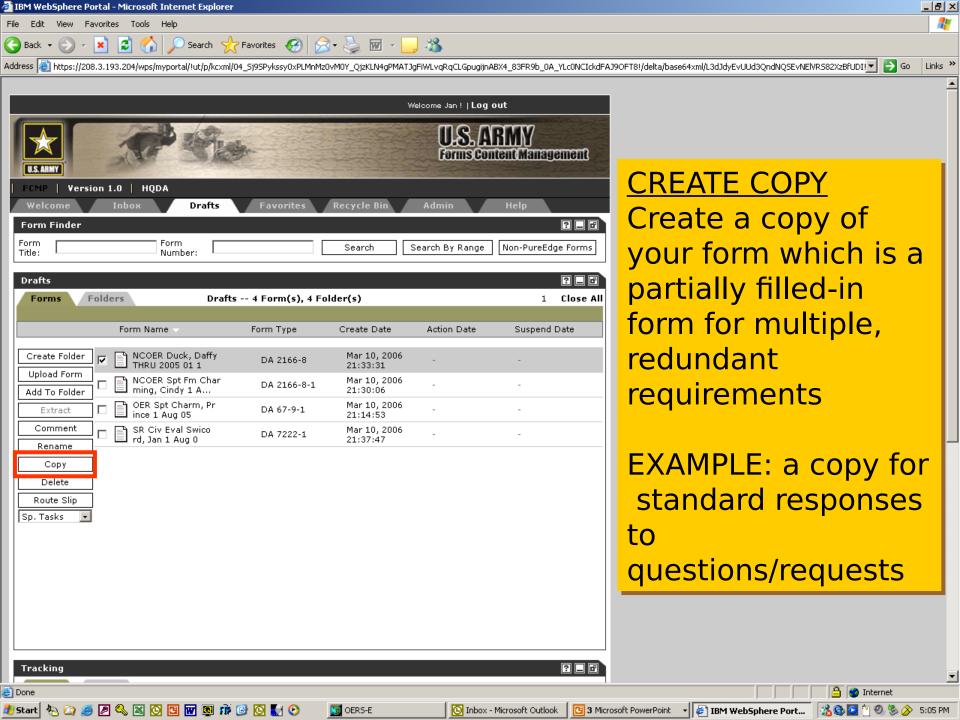


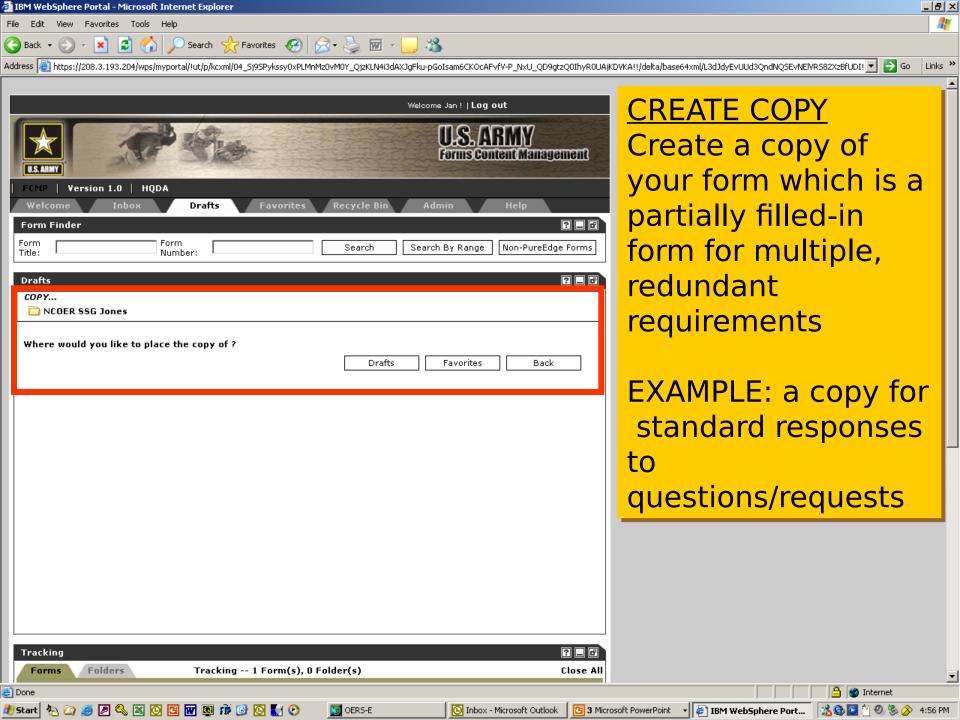


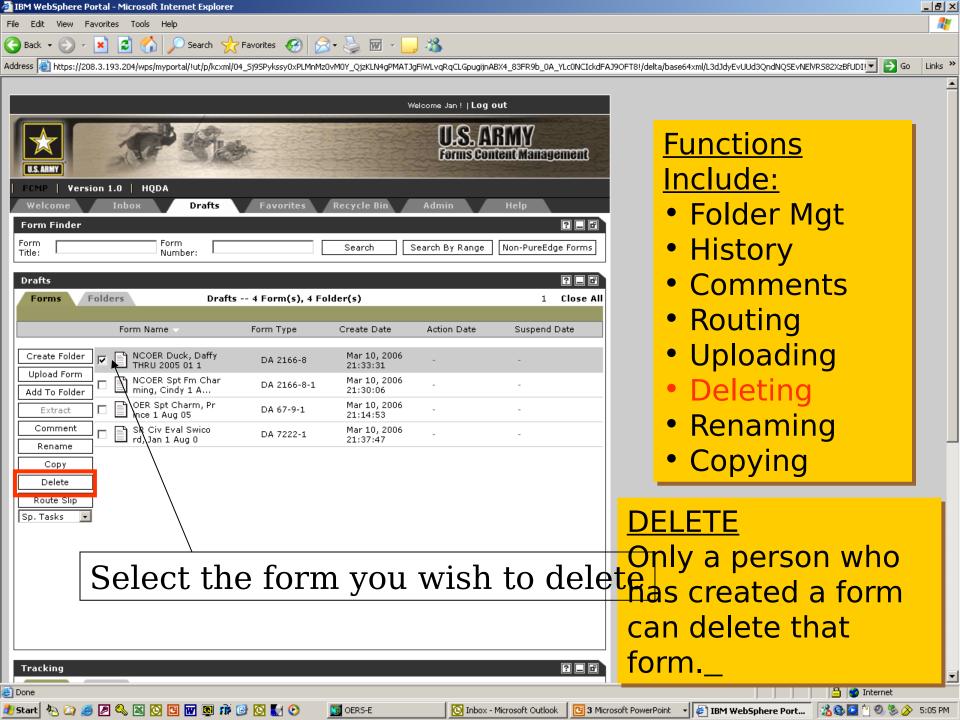


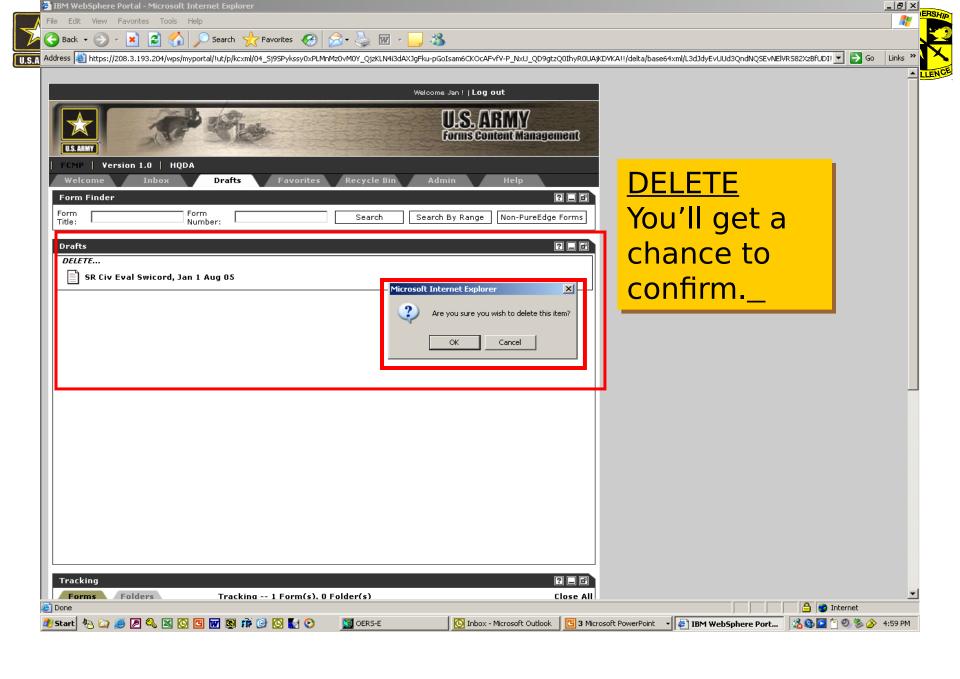


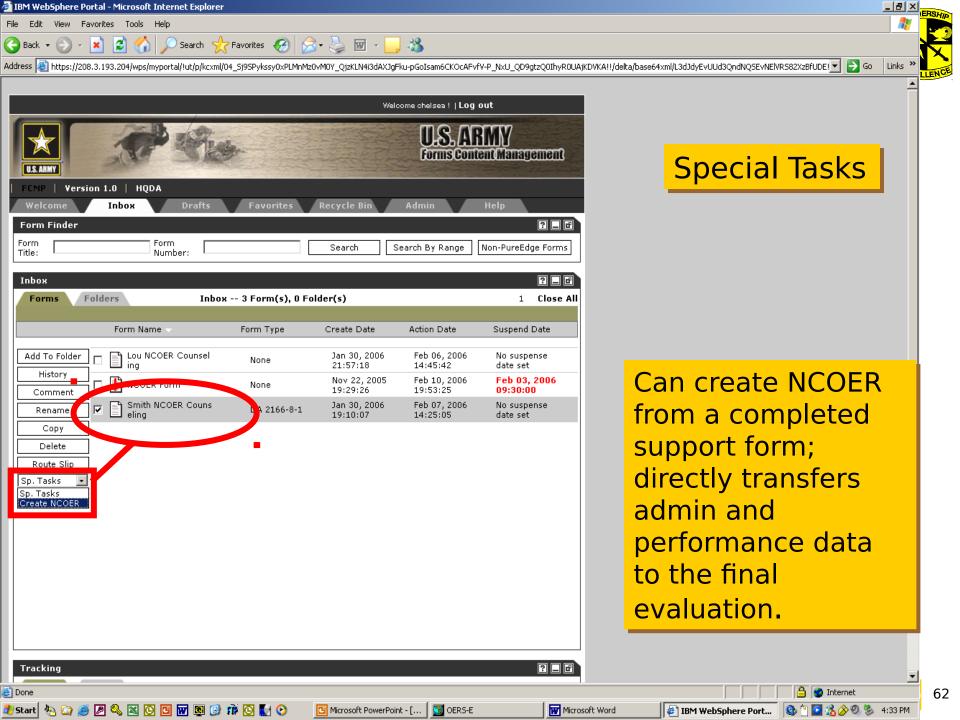


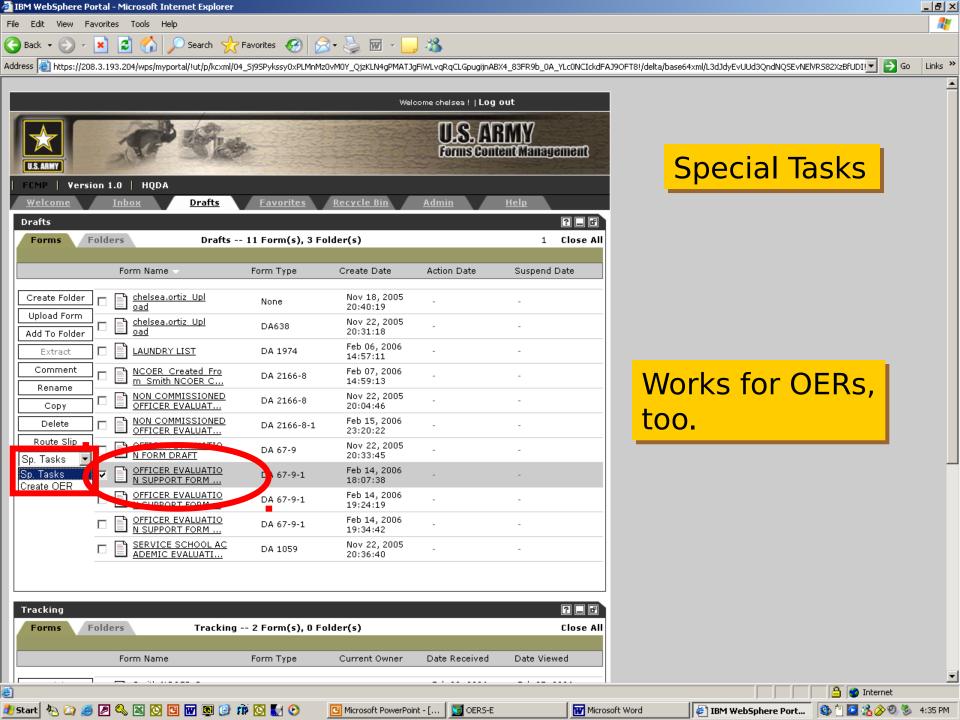
















Electronic Signatures on Evaluation Reports







Digital Signatures

- Need to have a Common Access Card (CAC) and reader.
- Authorized to sign only with <u>CAC</u> if using fully electronic forms (no other local means of applying electronic signature).
- Automatically dates the form when digitally signed.
- Digital signature prints users name in signature block on form and adds date.



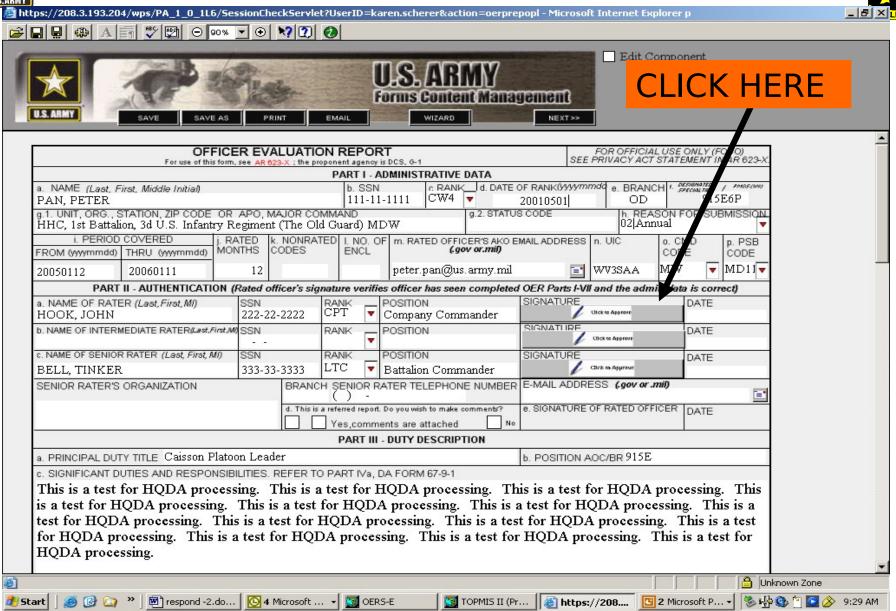




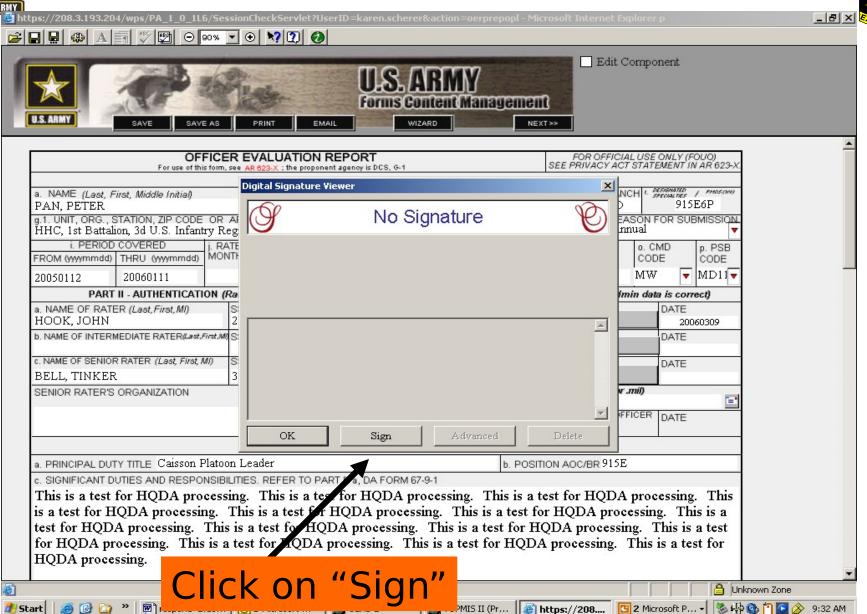
CAC Signature Instructions

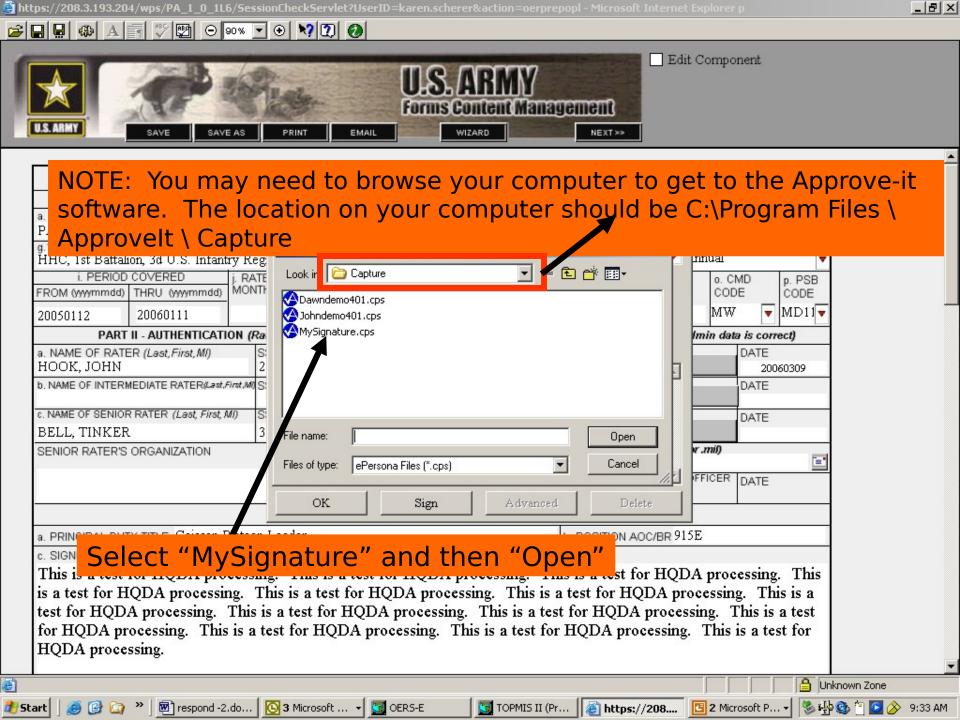
- Insert CAC card into CAC reader
- Have your CAC pin number ready

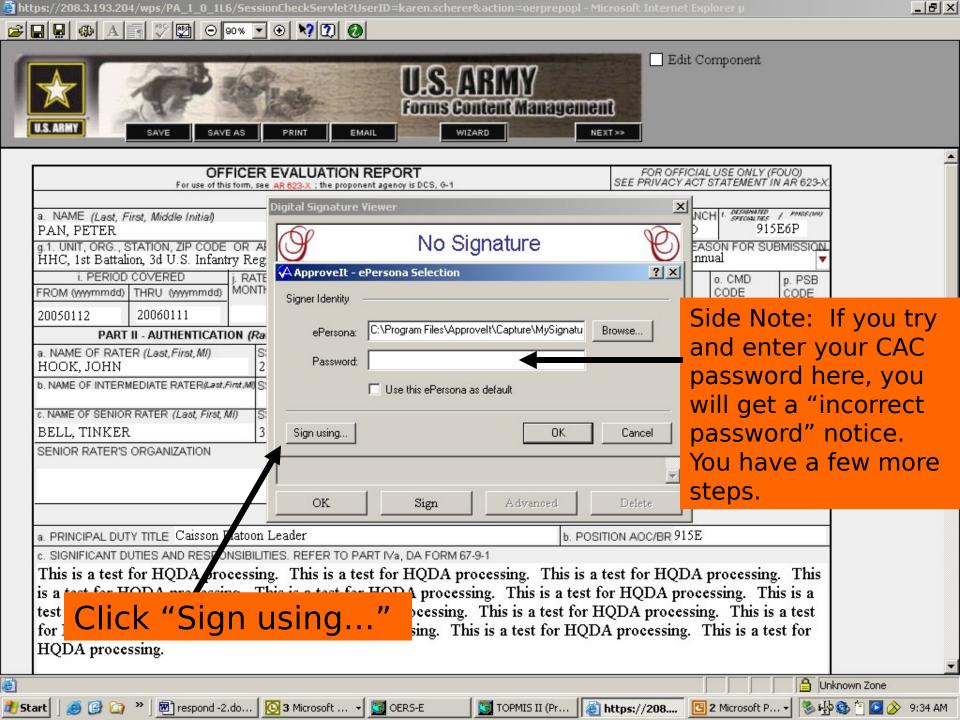


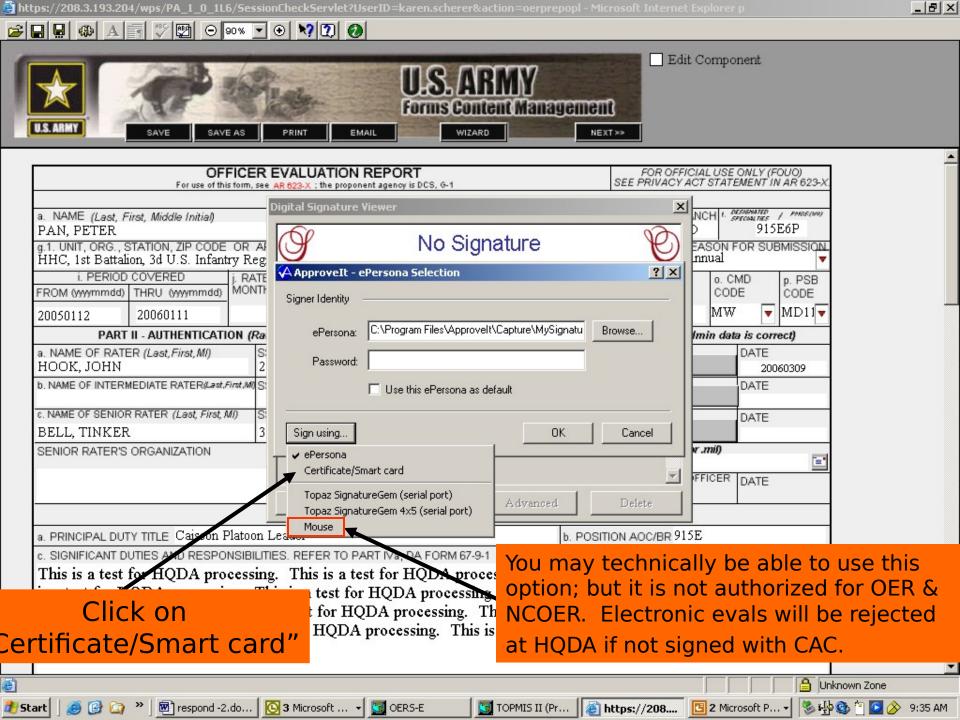


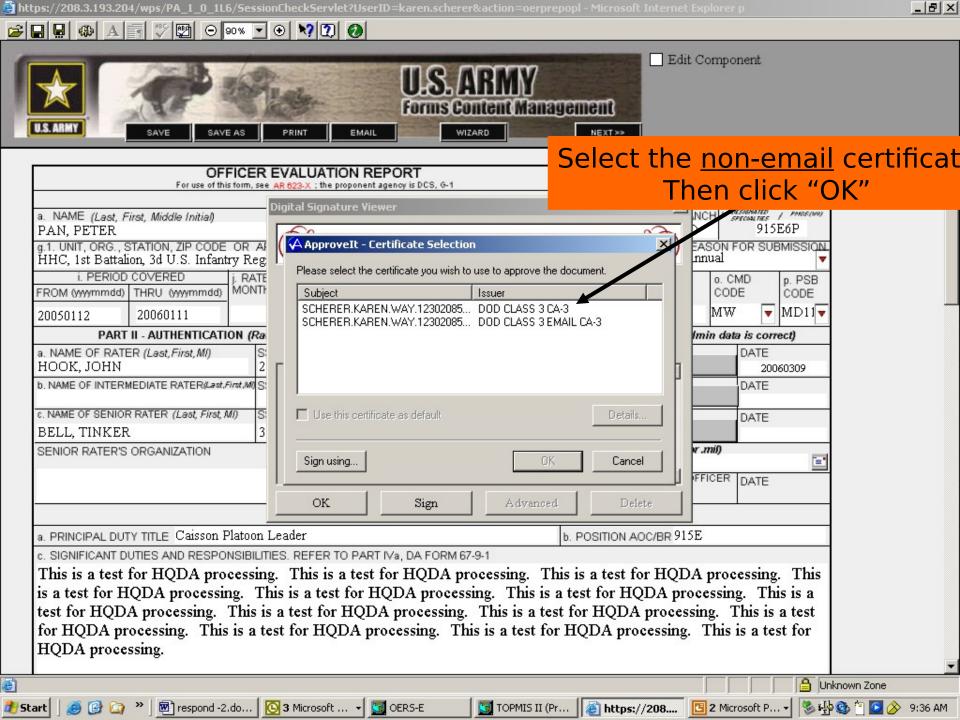


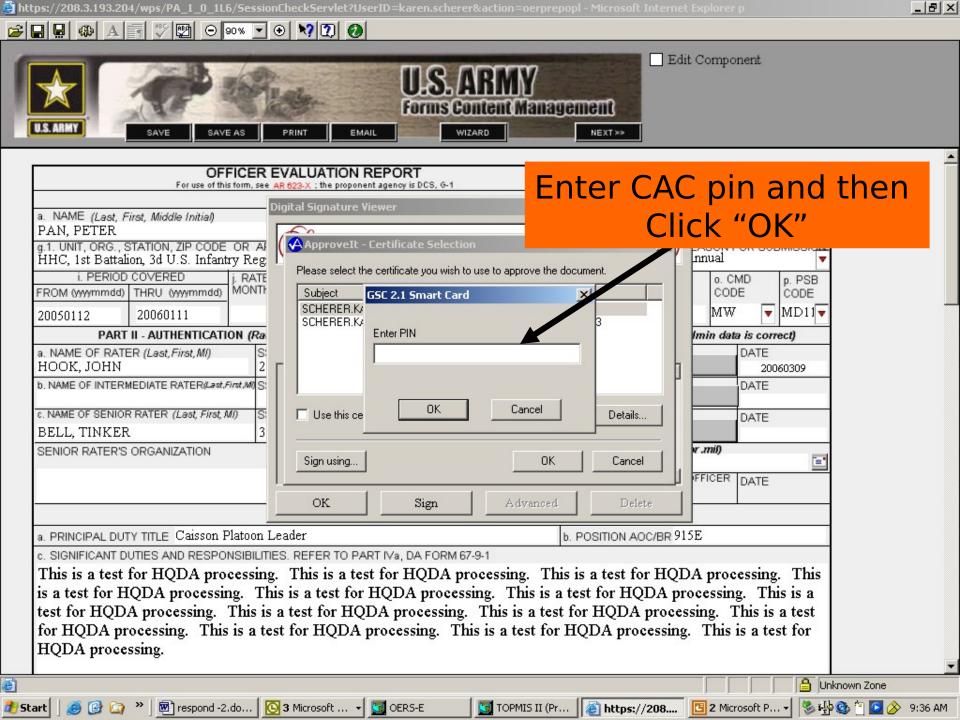


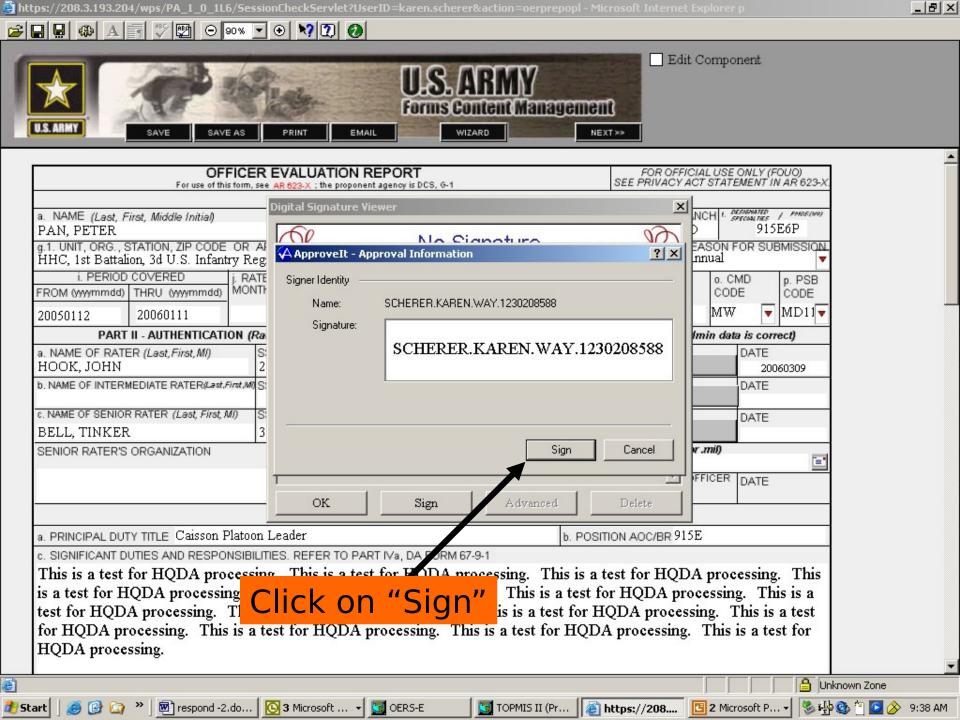


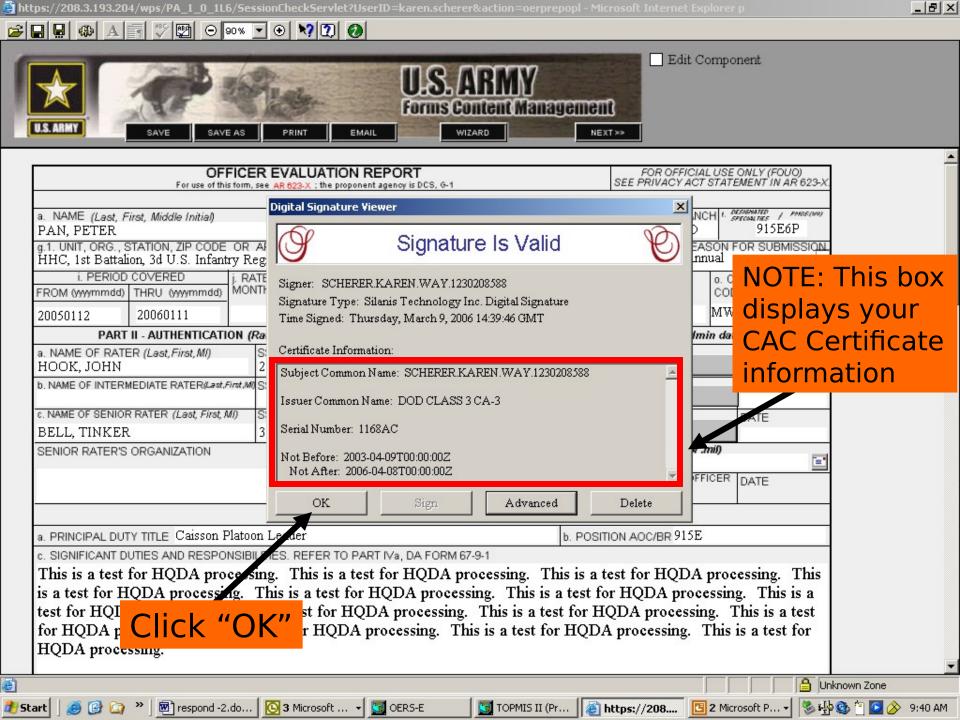


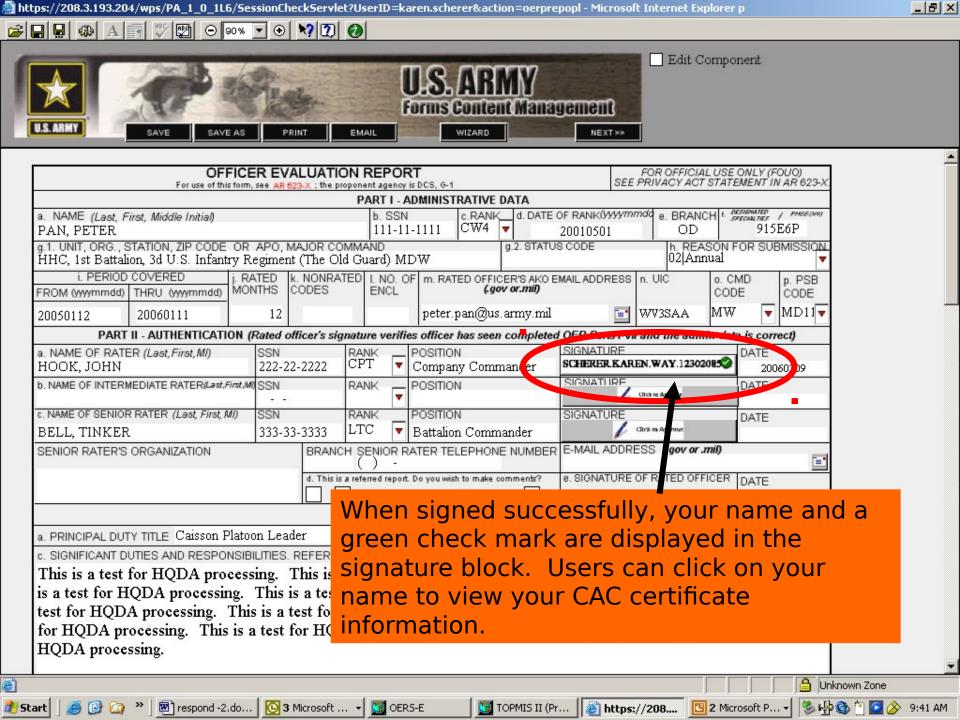


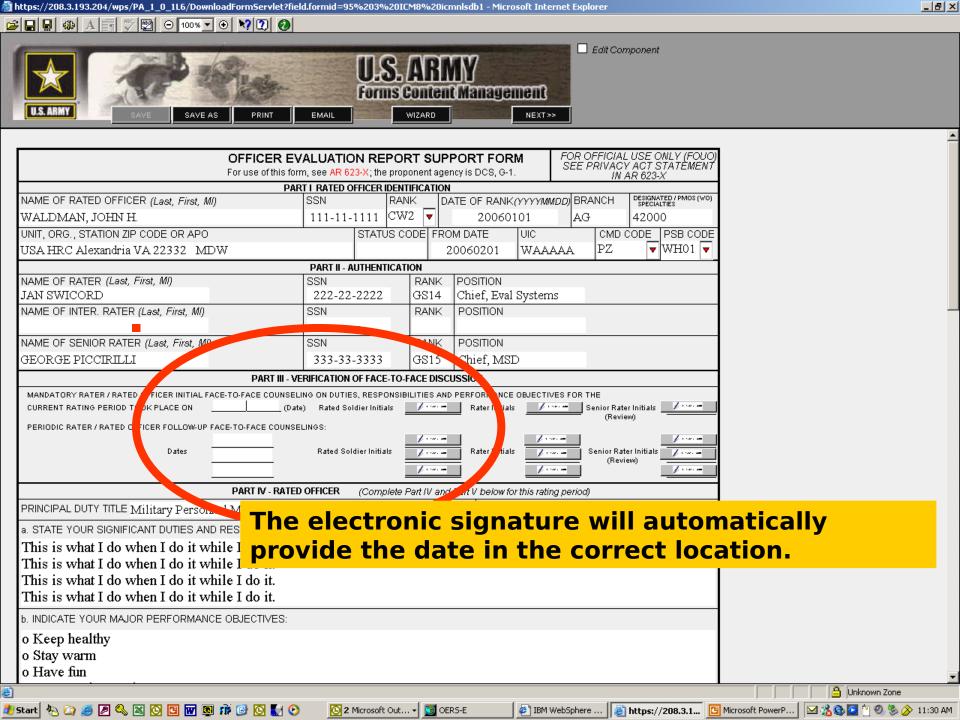


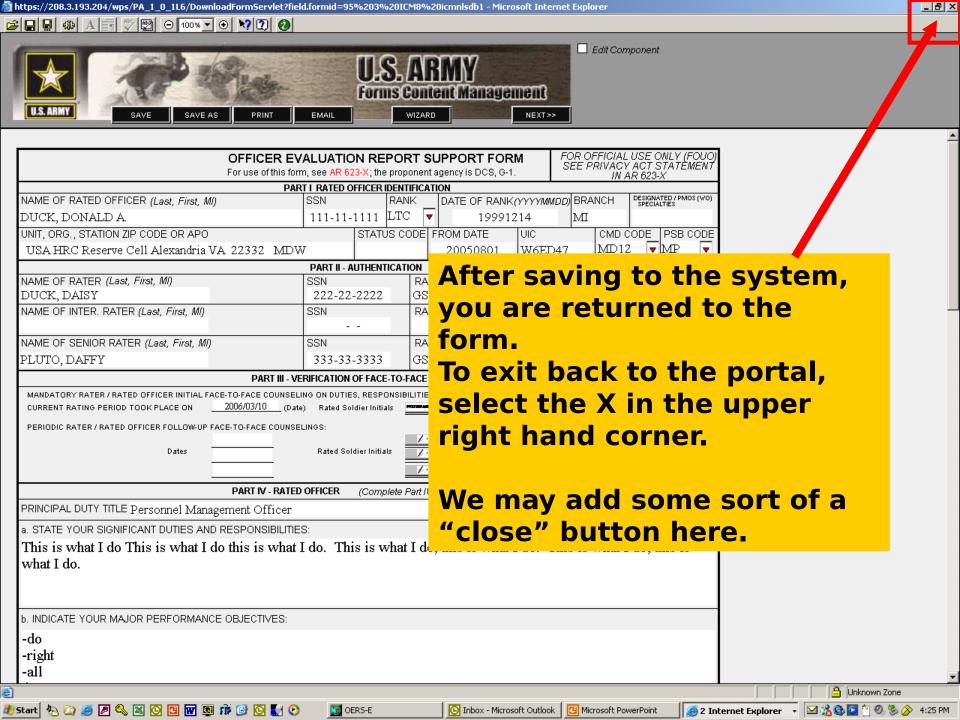
















Digital Signatures Freeze Data

- When you sign digitally, your signature freezes the data associated with your part of the form
- •If you later change "frozen" information, it will invalidate the signature (delete it) and the rating official will have to re-sign.
- It appears once the senior rater has signed, only the senior rater can go back and change (i.e., rater cannot make changes after senior rater has signed, but vice-versa





What does this version NOT have? (What else do users need?)

- Rating Schemes: No process for creating and maintaining rating schemes.
- <u>Senior Rater Profile Management</u>. No interface between the OER Senior Rater (SR) block check and appropriate SR profile database.
- Height / Weight Standards. No interface between the evaluations and the Army Height and Weight tables contained in AR 600-9.





What's Coming Down the Road?

- A complete lockdown of all administrative information by the rated Soldier's or rating officials' electronic approval.
- Pulling of last thru date on file from TAPDB for support form.





Questions?

Travis Riddick, (502)624-1951 travis.riddick@usacc.army.mil